



KEY PERSON POLICY

Our key person system ensures that each child feels welcomed and celebrated by someone in particular while they are away from home.

Practitioners Responsibilities – Relationships with Key Children

- The key person provides a secure attachment for their key children whilst in the nursery setting.
- The Key person attends the home visit and takes responsibility for the settling in process.
- The Key person meets the needs of their key children by responding sensitively to their feelings, ideas and behaviour.
- The Key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- Key persons are responsible for building relationships with parents/carers.
- Key persons should ensure that their children are cared for appropriately within Pre-School by accommodating their individual needs within the daily routine.
- The Key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that may be important to the child.
- The Key person has responsibility for sharing their key children's development milestones with parents and other professionals as required. They will liaise with our SENDCO and provide any interventions as directed.

Records

- The Key person is responsible for observational records of their key children, using these to inform targets. The key person will decide on targets after their key children have been focus child. These will then be shared with the team.
- To hold starting points, spotlight meetings and complete 2 year old check along with parents.

“The key person helps the child to feel known, understood, cared about, and safe.”

Birth to 5 matters