

CRADLEY NURSERY

KEY PERSON POLICY

Policy written by: R Wilson

| <u>Dates</u> | | | | |
|--------------|----------|----------|-------------|--|
| Written | Feb 2012 | | | |
| Reviewed | Feb 2013 | Feb 2014 | Feb 2017 | |
| Amended | Feb 2016 | | Feb 2017 LS | |
| Next Review | Feb 2017 | | Feb 2018 | |

Key Person Policy

1. Definition

A Key Person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and for building good, working relationships with their parents. A Key Person helps a child to become familiar with the setting and to feel confident and safe, and when children feel happy and secure in this way they are confident to explore and try new things. A Key Person talks to the parents to make sure that the child is being cared for appropriately for their family. Careful records of the child's development and progress are created and shared by the parents, the child, the Key Person and other professionals as necessary.

2. Method

Each child will be assigned a Key Person as soon as possible.

The Key Person will help the child become familiar with the setting and to feel confident and safe within it. They will act as a safe base for the child whilst at Nursery. They will work with parents on the Admissions Form and offer Stay and Play sessions to ensure the child is confident to start and to reassure parents that we will get to know their child as quickly as possible.

The Key Person will talk to parents every day their child attends to make sure the needs of the child are being met appropriately, and that their Learning and Development observations and assessments are shared on a regular basis.

The Key Person will write a Home Liaison entry on Tapestry each time the child has attended, with photos wherever possible, to help share the child's day and any WOW moments with home. At the end of each week the Key Person will write up one observation with assessments and Next Steps for Home for their Learning Journey. Each term the Key Person will write a summative assessment with Next Steps. Progress of all children will be monitored by the Manager using Scholar Pack to analyse trends in data and to inform planning.

The Key Person is responsible for making sure the Continuous Provision is set up in order to allow their Key Child to progress and achieve their Next Steps and that Planned Activities are mindful of their Key Child's needs.

The Key Person is responsible for making sure a child's birthday and/or any other key event is acknowledged and celebrated in Nursery.

All staff are responsible for all children at all times. All staff plan for all children.