



KEY PERSON POLICY

Safeguarding and Welfare Requirements / 3.27

At Precious Memories Day Nursery we understand that children reach their full potential by having good home-setting links and to ensure that each child's individual needs are recognised and planned for within the overall curriculum framework of the setting. Therefore, as part of our philosophy we make sure that every child has their own key person.

Our key person system enables children to relate to one special adult right from the settling-in stage. Each member of staff has particular responsibility for a small group of children i.e. introducing the child and parents/carers to the setting, getting to know as much about the child as possible by completing the **All About Me** form with the parents and keeping the watchful eye on the child during the first few sessions. The Key Person will also provide emotional support to the child by comforting the child when distressed, forming a bond with the child, helping them to gain confidence and helping them to become independent.

Key Person will also be responsible for all the records and observations of the child. The key person also maintains links with parents/carers and outside agencies, sharing information on children's unique needs and achievements.

The Key Person will work in partnership with parents/carers by:

- Encouraging them to observe and record developmental milestones in their child's learning journal.
- Developing a day to day rapport with parents/carers and informing them of their child's progress, daily activities and routine.
- Work with parents/carers on behavioural issue, to ensure continuity.
- Encourage parents to participate in their child's education.
- Respecting confidentiality at all times with the exception of when there is a suspicion of child abuse

We ensure that our procedures are flexible and aim to allocate children and their families to the most suitable member of staff. We endeavour to ensure the key person meets with the parent/carer as soon as is practical to ensure we are able to offer the child the best induction into our setting. We aim to ensure ongoing ease of communication and a confident exchange of information between the parent/carer and the setting.

The setting also has a Second Key Person System. The Second Key Person will follow the same duties in the absence of the main Key Person.