

**Key Person Policy**

Here at Juice Nursery we seek to ensure that the children in our care are settled, feeling confident and welcomed. We work hard to ensure that their parents know that their child’s individual needs are met by the provision of a key person, who will provide a continuity of care and attention, which is in line with their child’s individual needs.

**Key Person Procedure**

**Responsibilities**

The Nursery Manager will allocate a child to a nursery Key person in liaison with parents and Room Leaders.

The Key person will liaise with Parents/Carer to settle a child into the setting:

* Getting to know the child’s disposition and attitudes to play.
* Getting to know the child’s likes, dislikes and home routines, including any comfort items.
* Observing and assessing child’s needs in order to contribute to planning next steps.
* Collating information gathered and using this to form a picture of the child’s holistic development.
* Attending to the child’s every day needs, including feeding, changing, greeting and handing over to parents, in addition to overseeing one-to-one activities.
* Informing the Key person’s Buddy of a child’s individual needs, to ensure the continuity of care should a Key person be absent from the room due to sickness or holiday.
* Summarising the child’s observations and assessments on Orbit and other records as appropriate.

**Buddy System**

Here at Juice Nursery each Key person is allocated a ‘Buddy’ within their room, offering support and assistance.

The Buddy will be the point of contact for parents if a child’s Key person is not present.

The Room Leader would take responsibility for key children if the situation arises where a Key person and Buddy are both absent. Or there would be a temporary worker appointed and the parents would be informed of temporary contact.

Grouping of key children will be done with consideration to stage of development and any friendships formed within the room.

**Flow of Responsibility/Activity**

Application Form received by the Nursery

Confirmation of availability and proposed start date sent to parents from the Nursery Manager/Admin Assistant

Nursery to contact parents/carers the month before proposed start date to organise 1st gradual session and, if possible to confirm who the child’s Key person will be.

Key Person to meet with parents/carers at the 1st gradual session, completely paperwork with them and answering any questions

Key person to set further dates/times with parents/carers for additional gradual sessions, in advance of the child’s official start date

Key person to spend time getting to know the child during the gradual sessions, which will allow them to begin to build a picture of the child and identify their ‘Starting Points’

Once the child has started nursery their Key person will regularly observe them, with a view to planning next steps for the child taking in to consideration their age and stage of development, interests and likes.

The Key person will also contribute to the planning for the room, bearing in mind the age and stage of development of each of their key children, taking in to consideration their observation records.

The Key person will meet with parents after approximately 6 weeks to discuss how their child is settling in to the nursery