Moat Barn Nursery Key Person Policy

**Statement of content**

We believe that 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 building relationships with their parents.

 Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive parents have confidence, staff are committed and the nursery is a happy and dedicated place to attend or work in.

We want children to feel safe stimulated and happy in the setting and feel secure and comfortable with staff. We also want parents to have confidence in both their children’s well-being and their role as active partners with setting.

**Aim**

1. We aim to meet the needs of each child in our care and respond sensitively to their feelings, ideas and behaviour.
2. We aim to talk to parents to make sure that the child is being cared for appropriately for each family.

**Methods**

* The key person approach will be in operation in all areas of the nursery.(Birth-Five) and an explanation will be given.
* On arrival at Moat Barn, parents will receive a welcome pack which will include information regarding the key person.
* The key person will introduce themselves to the family.
* The key person will develop a genuine bond with her/his key children and their families.
* Careful records of the child’s development and progress are created and shared by parents, the child, the key person and other professionals if necessary.
* Rota’s are based on when a key person is available for each child.
* A second member of staff will step in so that when the main key person is away there is a familiar and trusted person who knows the child well.
* Time is allocated to allow the key person to work with parents so that they really know and understand the children in their key group.

**The progress check at** **age two**

* The Key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A know How Guide:The EYFS progress check at age two.*
* The progress check aims to review the child’s development and ensures that parents have a clear picture of their child’s development.
* Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
* The progress check will describe the actions that will be taken by the setting to address any developmental concerns(including working with other professionals where appropriate)as agreed with the parent(s).
* The key person will plan activities to meet the child’s needs within the setting and will support parents to understand the child’s needs in order to enhance their development at home.

**Buddy System:**

We also have a buddy system in place which ensures that the children always have a familiar adult with whom is responsible for their care. Every child is allocated a ‘buddy’ who is responsible for:

* Supporting key workers in providing children with a sense of security.
* Building a relationship with children’s parents/carers.
* The buddy system is a procedure in which two people, the “buddies”, operate together as a single unit so that they are able to monitor and help each other.
* Taking on the role of the key worker when they are absent from the setting for any reason including sickness/holiday.

This policy was adapted by the Manager

Held on ..............................................

Signed on behalf of the Management .............................

Role of signatory...........................

Review date................................