

Little Oaks Day Nursery

Key Person Policy

Staff at Little Oaks Day Nursery are highly committed to identifying and meeting the individual needs of each child attending. To aid this process, Little Oaks operates a Key Person system whereby every member of staff will form a bond with a group of children, liaising with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery Key Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child's individual needs.

Organisation

- All staff working in the nursery playrooms, that is Deputy Managers where appropriate, Room Leaders, and Nursery Nurses, are required to assume Key Person responsibilities.
- The Room Leaders, including, the Deputy Manager where appropriate are required to oversee the Key Person responsibilities of the staff in the playrooms.
- The Nursery Manager is required to monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard.
- Room Leaders, or Deputy Manager where appropriate, are responsible for ensuring fair and even distribution of Key Person responsibilities and should monitor at regular intervals each Key Person number of children.

Policy Implementation

Each child attending Little Oaks Day Nursery will be assigned a Key Person and a secondary Key Person, who will ensure that a record of development and learning is provided. Where a child is admitted at very short notice, the Key Person may be decided when the child has started. Wherever possible, the Key Person should spend some time with the child's parents/carers gathering information about the child and family, for example when settling the child into the nursery and during settle sessions.

The Key Person is the child's family's initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship be fostered and that contact be encouraged when the Key Person is on duty. However, where possible, a secondary Key Person should also be assigned and other staff should also maintain contact as it is unlikely that the Key Person will always be on duty every time a child is brought to or collected from nursery. It is likely that the Key Person will form strong attachments with their key children and will know them the best. Wherever possible, continuity of staffing arrangements will be organised to ensure a child's Key Person cares for them.

All staff assigned key children are responsible for observing and recording assessments on all children, generally taking brief notes of individual children's achievements and progress. The Key Person is also responsible for updating their children's records and ensuring an accurate overview of each child enabling them to identify their needs and interests. The records are to be used in order to support planning, general discussions with parents and at parent's evenings and to identify progression and areas where support is needed.

When a child moves on to another playroom, their record of development (Learning Journey Book) will go with them. The Key Person in the room the child is leaving must ensure all records are fully up to date before the child moves on. The child's new Key Person in the receiving playroom should continue updating as needed. When the child is due to leave nursery, their Key Person must ensure that their record is fully up to date and that it is handed to the child's parent.