

ABC NURSERY POLICIES AND PROCEDURES

POLICY 56: THE KEY PERSON POLICY

- 56.1 The A.B.C. Nurseries has a commitment to ensuring that they implement a Key Person System to ensure that children within the nursery have key attachments to a member of staff who works more closely with them to enable that member of staff to tailor the child's learning and care to meet the child's individual needs. Parents know which member of staff to approach who will know their child well and be able to share with in guiding their child's learning and development.
- 56.2 Children are assigned to the member of staff by considering the days that the child's attends and which staff are present on these days. They are allocated by age and thought is given to the children in the group and whether or not there are other children within the group that they are friends with. Care and consideration is given to whether or not the children can form strong attachments to the member of staff. Wherever possible a balance is maintained between girls and boys within the key group. To come to these decisions the Nursery Manager will speak to the staff team.
- 56.3 Where possible the key carer will follow the children through for more than one year. If they do not do so then the child will be introduced to their new key carer over a period of time to enable a smooth transition for the child and to allow the child to get to know their new key person and form an attachment.
- 56.4 The key person is responsible for collecting and collating observations and assessments on their key children to inform planning and ensuring that they are meeting the needs of their key children and planning for their next steps.
- 56.5 The key person will be the point of reference for the parents/ carers to discuss their child's care and development on a weekly informal basis but also at more formal parents' evenings when appointments can be made.
- 56.6 If parents / carers wish to confidentially discuss their child with the key person or Nursery Manager then an appointment time can be arranged at a time convenient for the parent / carer.
- 56.7 Parents / carers are informed who their child's key person is in the September of each academic year when the older nursery children leave for school and a new intake of children occurs. Children staying on at the nursery may change key persons at this time. The key person groups are displayed on the notice boards: These are displayed in photo format and name so that parents / carers can clearly see who the key person is and which other children are in their child's key group.
- 56.8 A key person alongside the Nursery Manager will support any children in their group who require specialist support. This may include attending review meetings with the multi-disciplinary team and working with the team to produce and follow individual educational plans and action plans regarding the care and development of the child concerned.
- 56.9 The effectiveness of the role of the key person is ascertained by discussions and observations of the key person with the nursery manager. The key carer groups are not set in stone and changes to the group can be made if the Nursery Manager and child's Key Person feel they would be happier in another key group.