



Key Person Policy

A key person is a named adult in the nursery who builds a strong, safe and nurturing relationship with their key children and parents. We recognise that the child's parent is their first educator, and knows their child best. We welcome ideas from parents on how to best support their child whilst at Little Gulls and Buoys. Key persons should ensure they have an ongoing dialogue with parents, exchanging information about their well-being and development regularly.

At Little Gulls & Buoys the children's happiness and emotional security is always a priority. We believe that for the children to be happy, they must feel secure with the people around them. This can only happen when the adults are emotionally responsive to the children's feelings and needs, and act accordingly in a sensitive manner.

Children need a key person to build a secure attachment with, so they feel safe, secure and loved in order to thrive. When children experience love and security it strengthens neurological pathways in their brain leading to enhanced development, self-esteem and self-worth, which in turn develops the children's confidence, and promotes new learning experiences. Communication and interaction is the key to this. When the key person is not able to be physically close to their key child, they must ensure they maintain a level of communication so the child knows they are being thought of e.g. by smiling, waving, and talking.

When interacting with their key children, key persons should consider how they are presenting themselves, taking into consideration their body language, facial expressions and tone of voice. Children need to experience positive experiences with adults to help establish strong, positive relationships.

At Little Gulls & Buoys the children are allocated a key person when they start their settling in sessions. If the key person is not going to be available due to leave or training then they will ensure a handover is left with the rest of the team so each of their children's needs can be met by other staff in the setting.

The key person is responsible for:

- Ensuring that every child's care is tailored to meet their individual needs.
- Helping the child become familiar with the setting through offering a settled relationship for the child and building a relationship with their parents (see 'settling' policy).
- Ensuring children are made to feel welcome when they start at Little Gulls and Buoys, by making sure they have photos ready for their peg, cup, displays and birthday board.
- Providing rest/sleep routines or opportunities suitable for each individual child, and sharing information about sleeps with parents and carers each day.
- Administering medication and first aid, completing relevant forms, ensuring they are signed by parents and carers at the end of the child's day.
- Completing observations and assessments, compiling children's artwork books, and sharing this information regularly with parents and carers.
- Sharing information with other staff as necessary.
- Completing children's interest observations and developing ways forward for individuals through contributing to the planning.
- Supporting children with Individual Education Plans (IEPs) if required, completing necessary paperwork that comes with this and sharing this with parents and carers.

We recognise that children may develop a natural affinity with another member of staff rather than their key person. In these circumstances the key person will consult with the nursery manager and child's parent/carer to determine whether it is in the child's best interest to change key person.

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