



## Key Person Policy

We at The Apple Trust understand how difficult it is for parents to leave their child with people who are unfamiliar to both parent and child, therefore, we aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

We believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and can meet their individual needs. The Key Person will sensitively support children to become familiar with the provision and to feel confident and safe within it.

### Key Person

The Key Person is the named member of staff assigned to each individual child to support their development and act as the main point of contact with that child's parent/ carers. Whenever possible this is the *named* member of staff with whom a child has more contact than other adults. The Key Person has special responsibilities for working with a small number of children.

The role of the Key Person is to

- Support her/his key children to become familiar with the setting and to feel confident and safe within it.
- Ensure the family has a familiar contact person to assist with the settling in process for their child.
- Work in partnership with parents/carers during the settling in period to complete their child's record.
- Establish and develop a close attachment with the child.
- Establish and develop a genuine relationship with the child's parents/carers.
- Ensure that parents/carers have a familiar contact person for discussing any concerns they have about their child.
- Meet regularly with parents/carers to discuss their child's learning and development.
- Work in partnership with parents/carers to ensure that their child's individual needs and routine are being met.
- Meet the needs of each child in his/her care and respond sensitively to their feelings, ideas and behaviour.
- Be responsible for documenting the learning and development skills and progress of her/his key children.
- When required, complete a summary of her/his key children's learning and development achievements.
- Work in partnership with parents/carers to complete child record forms during the settling in period.
- Ensure that the learning and care needs of their key children are tailored to meet their individual needs.

- Seek to engage and support parents/carers in guiding their child's development at home.
- Support families, in partnership with nursery Special Educational Needs Coordinator (SENCO) to engage with more specialist support if appropriate.
- Whenever possible the Key Person should be responsible for the personal care of the child.

When identifying an appropriate key person for each child, days and times of attendance of practitioners and children are a key factor in planning to meet individual needs.

A record that shows the child's Key Person is maintained.

A child's Key Person can change if the child demonstrates a close attachment with a preferred childcare practitioner in their room.

Policy approved and adopted by Trustees: 10<sup>th</sup> October 2012

Reviewed by managers: 17<sup>th</sup> May 2022

Next Review May 2024