Fledglings Day Nursery

# Key Person Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

Each child must be assigned a key person whose role is to help ensure that every child’s education and care is tailored to meet their individual needs.

The role of the key person in the revised EYFS (Sept 2014) is to *“help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents”.*

## 2 Aims and objectives

The aim of this policy is to make it clear why we have a key person for each child and how the key person policy operates.

The objective of this policy is that a consistent approach to the role of key person is adopted by all staff.

## 3 Key person

We operate a key person system in line with the statutory requirements of the EYFS. Each member of staff has a specific key responsibility for a number of children and is responsible for keeping up to date records on each child in their group.

**3.1** We believe that where one member of staff concentrates on a small group of children, taking the main responsibility for meeting their emotional needs, liaising with parents/carers and completing/updating the child’s individual records, they are in a better position to meet children’s personal needs.

**3.2** Prior to the child starting at our school/setting we will inform parents/carers of the name of the key person and explain their role. The key person ensures that every child’s learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents/carers in guiding their child’s development at home. He/she will also help families engage with more specialist support if appropriate.

**3.3** In order to plan our educational programme effectively, taking into consideration individual needs, we keep records and monitor the progress of all the children who are in our care.

**3.4** The key person collects and collates observations and assessments on their group of children which have been completed by the staff team.

**3.5** These assessments are based on assessment requirements and the EYFS principles. With links to the seven areas of learning and development these help to form the child’s individual learning plan.

**3.6** Each child has a Learning Journey file which is created and maintained by their key person. This contains recorded observations, photographs and any individual learning and development records and is available to parents/carers and management for monitoring purposes.

**3.7** Parents/carers are always welcome to come into the school/setting and discuss any issues with their child’s key person.

**3.8** We send an observational based summary home at the end of each term for parents/carers to read and comment upon. We encourage parents/carers to come in for an informal meeting to discuss their child’s progress.

**4 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**