

## Key Person Policy

### AIM

The staff at the Knowle Nursery is committed to working closely with children and their families.

At the introduction visit families are introduced to the team. In some cases the key person is already allocated and generally families stay with the same key person from sibling to sibling. This is subject to days of attendance and working days of staff.

When a child is settling in parents/carers are informed that we take into consideration the personality of the child and the staff member when allocating.

The key person will have a clear understanding and awareness of where all their key children are in terms of their development, being aware of any specific individual needs and their likes/dislikes.

Parents are sent an 'All About Me' link via Tapestry to complete about their child however if the parent requires assistance then this will be completed with the key person/an interpreter.

Staff work as a close team and they all get to know the children so if a staff member is absent the child is always looked after by another member of the team.

A new member of staff will work alongside the team to understand the key person role before they are allocated children, the amount being determined by the experience of the staff.

Staff are required to be a key person and keep records of the children and liaise with their families.

We have a contact diary for working parents/carers.

Should a parent wish to change their key person we will be sensitive to the parent and staff member and put the child's needs first.

When a child moves to a different group or a member of staff leaves we will allocate a new key person and inform the parent/carer.

Transition meetings are arranged when children move from the Hedgehog to the Badger room and also into school with the key person.

A key person is the initial point of contact with outside agencies and their next school, however in the case of a child who may have extra needs the SENCO will work closely with the key person.

The key person completes the 2 year or 3 year check depending on when a child starts at the setting alongside a language audit form.

