Key Person Policy

Safeguarding and Welfare Requirements / 3.27

At Skylark Day Nursery we understand that children reach their full potential by having good home/setting links. Therefore, as part of our philosophy we make sure that every child has their own key team to support them in everything they do at nursery.

We operate a 'key team' system as many of our staff work on a part-time basis. This enables a consistent team to get to know the children and to share expertise and ideas to help the children fulfil their potential. The key team consist of one lead key person with another member of staff supporting them. The key team chosen will be made up of 2 staff members whom the child will see regularly.

Each member of staff has responsibility for a small group of children. Records and observations are made by the key team, and individual needs and next steps are incorporated into their curriculum planning. The key person also maintains links with parents/carers and outside agencies, sharing information about the children's unique needs and achievements where necessary.

We ensure that our procedures are flexible and aim to match children and their families to the most suitable member of staff. The key person meets with the parent/carer when they visit before starting at nursery to gather information on routines, likes, dislikes, and to answer any questions the family may have. It is also an ideal opportunity for the child to meet their key team with the support of their family. This helps us to offer the child the best induction into our setting. We aim to ensure ongoing ease of communication, and a confident exchange of information between the parent/carer and the setting, by endeavouring to ensure a member of the key team talks with the parent at drop-off and/or pick-up times.

The key person also completes the 'link book' for the children who are under 2 years which provides information which goes home about nappy changes, food eaten and activities enjoyed each time the child has attended.

The parents are invited to meet with a member of their child's Key team in the Summer term to discuss their child's progress and to plan any next steps or interventions necessary.

Key Person Policy

Safeguarding and Welfare Requirements / 3.27

Review Date	Name	Position	Signature