

Horizon Nursery Key Person Policy



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NURSERY KEY PERSON POLICY

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Section 1 Introduction/Purpose

The purpose of the policy is to ensure each child is allocated a key person who will help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents/carers.

Signed

(Principal / Nursery Representative)

Date:

Signed:

(Chairperson of the Governing Body)

Date:

Section 2 Aim of the Policy

We aim to:

- Develop strong relationships between children, their families and their Key Person and the Key Person 'buddy' to support children thrive in a safe and secure environment which is tailored to meet their individual needs
- Engage and support parents/carers in their child's learning and development both in the Nursery and at home

Section 3 Role and Responsibilities

Parents/Carers

- Know your child's Key Person as they are the person who will be most familiar with your child's early learning and development
- Share relevant information and discuss any concerns with your child's Key Person that may impact upon your child's learning or wellbeing. Such as allergies, medical conditions, dietary, cultural and religious requirements/needs and any changes in family circumstances
- Access your child's learning journey regularly and during planned parent/carer consultation meetings
- Consider information provided to encourage and extend your child's learning away from the nursery
- Provide comments, photographs and stories from home to include within your child's learning journey
- If your child's Key Person is unavailable, you should direct your enquiries to the Key Person's 'buddy' within nursery

Nursery

- Acknowledge that you, the parents/carers, are your child's first educators and as such will involve you in the child's learning and development
- Allocate your child with a Key Person and ensure there is a 'buddy' Key Person in place – once a nursery place is made available to your child

- Introduce your child's Key Person to you and your child during your 'settling in' visit
- Provide opportunities for you to share and discuss relevant information with your child's Key Person that could impact on their learning and development
- Provide you with a short-written summary identifying your child's strengths and any areas that may require additional support for your child's development
- For all 2-year old children there is a requirement to undertake a Progress Check at Two which will be completed by your child's Key Person. This will be shared with your health visitor
- Provide access to your child's learning journey and support you to provide comments, information and photographs
- Regularly review and update your child's learning journey
- Provide opportunities for you to be involved in your child's early learning and development e.g. planned parent consultation meetings
- Provide you with information to encourage you to extend your child's learning away from the nursery
- In the absence of a child's Key Person the 'buddy' or other practitioners will be available to address your enquiries and support your child