

10. Key Person Policy

Reason for key person approach practice/policy –

- EYFS requirement coming from research: attachment theory; relationships; emotional wellbeing is key to learning and secure development.
- Information about how parents and children will know who their key person is before they start in the setting and how this will give them a point of contact for any questions.

Details of the induction processes for children and their family, including initial contact with key person. Your commitment to partnership with parents. This will give both the key person and parent's confidence to share information and will build the child's confidence.

An explanation of the responsibility of the key person:

- To provide a secure base and form a strong bond with each of their key children, to understand and contain children's feelings and emotions.

How parents can expect the key person to respond to their child and care for them – with sensitivity to children's feelings, ideas and behaviours;

- Undertaking personal care routines such as nappy changing, toilet training, feeding; settling child at rest times.
- How the key person will make links with other carers or agencies involved with the children, i.e. child minder, health colleagues etc.
- Details of any record keeping responsibilities of key person – e.g. to keep developmental records of their key children up to date and share these with parents on a regular basis.
- Information about opportunities for parents to meet with their child's key person over and above daily contact e.g. planned meetings, at parents' requests.

- Information about Buddy key person systems that you have in place to ensure continuity of care.
- Information about the key person's role in supporting children at times of transition. This could be settling in, to school, another setting or another room within the setting. Links to other policies –Confidentiality, Settling-in, Nappy Changing and Toilet Training, Bottle feeding and Weaning, Rest and Sleep, Staffing policy

This policy was agreed at a meeting at Plympton St Maurice Childcare Centre

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____
