

## 4.1 Role of the Key Person

EYFS: The Safeguarding and Welfare Requirements  
3.27

### Policy Statement

- At Hopes and Dreams Montessori Nursery, we know how crucial it is for the first part of the young child's life to have a secure attachment with primary carers, whether this is a parent, carer or a practitioner. It means somebody who will build up a trusting and nurturing relationship and to whom children will refer for support on his/her experiences of discovering a changing reality. The child's secure attachment with primary carers is also linked to the ability to go on and form other relationships.
- We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research (namely Bowlby's attachment theory) shows that a key person approach benefits the child, the parents, the staff and the nursery by providing secure relationships in which children thrive, parents have confidence, staff are committed, and the nursery is a happy and dedicated place to attend or work in.
- We want children to feel safe, stimulated and happy at the nursery and to feel happy, secure and comfortable with our staff. We strive to provide an environment where every child has the confidence to develop to their full potential. We also want parents to have confidence in both their children's well-being and their role as active partners with our nursery. We aim to make Hopes and Dreams a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.
- The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who attend the nursery.

### Procedures

In order to make sure that children receive the support to minimize any kind of disruption, we operate an effective key person system.

- We allocate a key person before the child starts. In some very rare circumstances, if this key person and/or child find it difficult to bond, or if the parent forms a good relationship with another key person, management can look at changing the key person allocation. We respect the child and parent's feelings, as well as having an understanding about each staff's workload, and emotional availability.
- We offer home visits before the child starts, this is usually done by a member of the Management Team and the key person.

- We provide a buddy key person so the child and the parents have a key contact in the absence of the child's key person and ensuring that the child receives all they need.
- We promote the role of the key person as the child's primary carer at the nursery, and as the basis for establishing relationships with other staff and children.

The key person is responsible for the following:

- To be involved in the key child's settling-in process, doing their best to ensure the child feels welcomed and has an enjoyable experience, and giving them the reassurance to feel safe and cared throughout their entire time at the nursery.
- To develop a trusting relationship and constant communication with parents/carers to make them feel safe regarding their child's wellbeing.
- To offer unconditional regard for the child and is non-judgemental.
- To act as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- To carry out regular observations on their key children (as well as all other children), and base the weekly curriculum planning around these observations
- To build a strong knowledge of the child's stage of development and create appropriate activities to enhance and scaffold their learning.
- By having a deep-rooted knowledge of their child, to be able to recognise when a child is not meeting milestones and seek support from the Nursery SENCO on targeted support for the child.
- To complete the statutory 'Progress Check at Age Two' assessment when their child is at the age of two.
- To encourage positive relationships between children in her/his key group, spending time with them as a group each day.
- To keep all staff and parents informed of children's needs, including sleep, dietary etc.
- To ensure all of their key child's needs are seen to and that all children are safe and happy in their care.
- To support the child in their transition to the next room or new childcare setting such as school.
- To make themselves available to carry out any other duties regarding their key children, requested by the Management Team
- To guide parents with strategies in dealing with behaviour and developmental issues that arise. This includes medical and nutritional aspects such as sleeping and dietary. Please see policy **10.3 – Parents as Partners** for further information

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Signed on behalf of the nursery: <i>L. Thorpe Zurawska</i>	