Key Person Policy

Practitioners at Springboard Nursery are highly committed to identifying and meeting the individual needs of each child attending, Springboard Nursery operates a key person system whereby every member of staff is responsible for a group of children, liaising with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery key person system. It will highlight for staff the roles and responsibilities of a key person and how these roles and responsibilities translate into practice.

By sharing with and gathering information from parent/ carers relating to individual children, practitioners will be able to develop a holistic and accurate picture of each child's level of skill knowledge, understanding, interests. This will enable practitioners to plan and meet each child's individual needs.

Your child will have a nominated key person and a secondary key person. The secondary key person will work closely with the primary key person. If your nominated key person is unavailable due to shift pattern, training ect then your child's key person will be available. Springboard Nursery recognises the need of both key people too build up positive relationships with the family and the child.

The nursery manager/ deputy manager are required to monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard. (Famly/ In the moment planning + Check Points)

The role of the key person is to:
- Spend time getting to know each child's family well, and building up a relationship of trust with them.
- Learning as much as possible about each child in his/her key group – their individual interests, behaviours and preferences.
- Being available to welcome the child and parent/ carers into the setting at the beginning of the day.
- Spending time listening to what parent/ carers have to say about their child and using this information to help the child have the best possible day in the setting.
- Where necessary, reassuring parent/ carers, sharing information with them and signposting them to sources of help and advice.
- As far as possible, attending to the feeding and care routines of the children in their key group – these are important times for building strong positive relationships between child and adult.
- Being available to the children in the group during the day, showing an interest in what each child is doing and what he or she is feeling.
- Contributing to the range of observations and documentation that will be gathered to record the child's day.
- Creating a 'learning journey' of the child, and keeping it up to date, sharing it with the child and family on regular intervals.
- Helping parent/ carers to feel fully connected with their child's life in the setting by sharing information – verbal feedback, written observations and photographs/ videos – with parent/ carers at the end of the day.
- Passing on information to other practitioners in the setting to feedback to parent/ carers if the key person is not present when the child is collected.
- Minimising the number of change in transitions by allocating the key persons which will stay with them throughout the nursery life, where possible.

- Supporting parent/ carers during periods of transition – from one room in the setting to another or between early years' settings.

The nursery manager will support the key person role by:
- Providing training for staff who may be taking on the key person role for the first time.
- Think carefully and be flexible about how children and parent/ carers are allocated to particular key people.
- Organise the setting's routines and rota's to ensure staff have time to carry out their role effectively.
- Reflect on the key person working regularly during staff meetings and training sessions so staff can air concerns and share examples of good practice.
- Making it clear to practitioners that they are not 'on their own' when working as a key person, but have the support of colleagues and managers in handling situations or issues that concern them.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023