



Holland Park Pre-Prep and Nursery

Key Person Policy

The role of the key person:

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 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.

Children should feel safe, stimulated and happy in the nursery and feel secure and comfortable with staff. It is also hoped that parents have confidence both in their children's well-being and in their role as active partners with HPPN. The aim is to make the nursery 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 key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

In order to accomplish a positive key person approach at HPPN:

- We allocate a potential key person before the child starts.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgmental.
- The key person works with the parent to plan and deliver a personalised plan for the child's wellbeing, care and learning.
- The key person acts as the key contact for the parents, has links with other carers involved with the child, such as child minders, and coordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for the development records and for sharing information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in his/her key group, spending time with them as a group each day.
- We provide a back-up key person so that the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

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Reviewed by: P. Culling
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