



Ashbridge
INDEPENDENT SCHOOL & NURSERY

KEY PERSON POLICY

Approved by: SMT

Approved date: November 2022

Review date: November 2024

Accessibility: Available on the website and as a paper copy on request

Scope: Ashbridge Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery, Ashbridge Independent School (Reception Class only)

At Ashbridge we believe that developing close relationships and ensuring each child has the opportunity to develop strong attachments, is imperative for the emotional wellbeing of children, parents and members of the team.

We operate the key person policy as research has shown this approach to be the best way for a child to develop strong relationships with nursery practitioners.

A key person is responsible for a small group of particular children, and will spend the majority of their working day within this group. Paying closer attention to this smaller group of children enables a key person to respond more sensitively to a child's feelings or behaviours, and this enables a nurturing relationship to thrive.

A key person is assigned prior to a child starting nursery. A co-key person is also assigned to ensure continuity of care for periods of absence such as holidays.

The **specific roles** of a key person are:

1. To be the main point of contact for families prior to starting nursery or Reception class and at all initial visits. To collate relevant information such as individual routines and address any concerns, as well as reassuring and comforting both children and parents during the settling in period, so that a bond can be established early on.
2. To remain as the main point of contact with families and greet the child and parent/carer at the beginning of each session.
3. To demonstrate availability, sensitivity and warmth to their key children.
4. To carry out all intimate care needs for their key children such as changing nappies, toileting, comforting, bottle feeding where required etc.
5. To spend time with their small group of key children, undertaking individual planned activities and quality learning experiences based on their individual needs.
6. To complete a daily handover with the parents/carers at the end of the session. Giving an overview of the child's day, including things such as sleep times, meals etc.
7. To complete written assessments for their key children, and hold review meetings twice a year with parents to share their child's progress.
8. To liaise with other professionals working with the child or family.
9. To work closely with a named co-key person to ensure continuity of care for periods of absence or holidays etc.

Whilst we endeavour to ensure consistency with the key person approach and practitioner/teacher teams, there may be occasions where this is not possible, and in such instances appropriate cover will be provided or appropriate changes made.

In Nursery, Room Leaders supported by the management team will oversee the key person responsibilities of practitioners, and the Senior Team monitor and review the implementation of this policy.