



Key Person Policy

This policy and associated Risk Assessments and procedures are monitored and reviewed regularly by the SMT. It is implemented throughout the company and is made available to parents on request

At Ashbridge we believe that developing strong relationships and ensuring each child has the opportunity to develop an attachment is imperative if we are to ensure safety, security and emotional wellbeing for children, parents and members of the team. We operate the key person policy as research has shown this approach to be 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 at Ashbridge. 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 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, comforting, bottle feeding 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 record relevant information about their key children on the daily sheets such as sleep times, meals etc, and to pass this information to parents/carers at the end of the session verbally.
7. To complete regular written observations and learning journey documentation for their key children and monitor their development.
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 staff teams, there may be occasions where this is not possible, and in such instances appropriate cover will be provided or appropriate changes made.

The Room Leaders supported by the Managers will oversee the key person responsibilities of the staff. For situations where the policy is not being adhered to, the Managers will be informed.