

KEY PERSON'S POLICY

At Vineyard Organic Day Nursery we value the positive relationships we build up with the children in our nursery and their families.

Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn. Every child who attends the nursery is assigned a Key Person to act as the bridge for the child between their home and the nursery. It must be noted that all teachers are responsible for caring for the children as they contribute their skills in the delivery of a rich and stimulating child centered curriculum where children learn through play.

It is the Key Person's responsibility to get to know the child well, become attuned to their likes and dislikes, attitudes and preferences, and to provide the child with particular support at key times during the child's time at nursery – when they join our community or whenever there has been a significant event in the child's life.

The key person will spend time with the child every day, supporting their learning and emotional and physical development. They along with the class teacher will be the key point of contact for the parents/carers of the child and be able to inform them of what the child has been interested and involved in during the day.

Training will be provided for staff to enable them to carry out the Key Person role, and arrangements will be in place to balance out the number of children assigned to each key person.

Procedures

Children will be assigned to a Key Person when they join vineyard Organic Day Nursery. They will be introduced to their Key Person at the settling-in sessions. In the event of the Key Person being a new member of staff, the class teacher will be present at the settling-in Sessions. The Head Teacher will be responsible for overseeing this role and assigning children to the staff. New staff members and those seeking a qualification in Early Years will have fewer Key children to begin with and will be supported/ partnered with the Head/ Deputy to carry out the above responsibilities.

Key Persons will be responsible for writing reports for their key children and conducting parent-teacher meetings. These reports will include input from other staff members and will be overseen by the Head Teacher.

Date adopted: August 2023

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