



## **Key Person Policy**

There can be no doubt that as early years professionals we should have an ongoing commitment to the highest quality of care and early years education. Delivering this is a responsibility of the highest order - acting on behalf of the parents in their absence, understanding and respecting the values of every parent and working hard to ensure the parent develops a mutually respectful relationship with a key person - that is someone caring for their child for whom a particular interest and involvement takes place.

Having this awareness and high level of knowledge around the child is paramount to the key worker system. Children are assigned to the key worker, if at all possible with a staff member they already know or with the staff member who has settled the child in and been chosen to take this role prior to induction. Sometimes, it has been possible to group children in age and peer groups or perhaps as a parental request.

## **The Nursery Practitioner**

The Early Years Practitioner at the George Eliot has to follow the following criteria:

- To provide excellent communication and feedback to each and every parent in a variety of formats, for example verbally, by email; newsletters, Facebook, website or personal diary
- To have a thorough understanding of the child's individual needs and knowledge of the child's current developmental milestones. This would also include the ability and knowledge to develop the individual child taking into account short and medium-term planning, observations on both an individual and group basis.
- To carry out 2-year-old progress checks.
- Keep up to date records on every child which are open to inspection from the nursery manager at any time or during supervisions.
- To liaise with the parent, having regular meetings and informal discussions
- The key person must actively seek, support and encourage parents in guiding their child's development at home
- To identify children in their groups in need of assistance of further support, to support the parent and child, to liaise with outer agencies as necessary and with the full, informed consent of the parent.

- Key workers may be consulted or attend meetings where necessary or be asked to produce reports for the parents viewing. During transition times, this is particularly important to settle the child in quickly and happily
- To liaise with the SENCO to discuss any queries or concerns

### **The Setting**

We, as a setting have a responsibility to ensure parents are informed about who their key worker will be both personally and on every room's sections parental notice board

We have a responsibility to ensure we have an effective "buddy system" where there is a second staff member who will take responsibility in the event of the key worker being absent

To have monthly room meetings to discuss individual children and to discuss as a staff team short and medium-term targets

To identify children in need of assistance of further support through effective key worker systems

To evaluate the effectiveness of our parental partnerships, through discussion and feedback from customers, senior staff meetings etc

**Updated on 17.08.2017 by Anila Asghar**