



Your Role as a Key Person

Policy statement

We aim to make Noddy's Nursery a welcoming place where children settle quickly and easily because consideration has been given to the needs and circumstances of individual children and their families.

We want all children to feel safe, stimulated and happy in the environment, and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners within the nursery.

Work with parents

It is vital for the Key Person to form positive relationships with the parents/carers and to always make them feel welcome. This must be done by:

- *Talking to parents and children on arrival*
- *Being approachable and always willing to help*
- *Recording and passing on daily information and talking about their child's development regularly*
- *Listening to parents opinions and providing support when needed*

The Key Person acts as the initial contact for parents and is responsible for assessing the child's development, implementing support plans where applicable and keeping all learning journeys up to date.

Settling Children

It is important that the key person takes into consideration the following when children are settling into the nursery environment;

- All babies/children will settle in their own time. Staff should be understanding and sensitive towards their individual needs (Children who have had a period of absence may also need their parent to be on hand to re-settle them).
- If a child is in distress and they have a comforter (dummy, blanket or soft toy) these should be given to the baby/child to help soothe them; unless a parent has specified use for the comforter at certain times of the day.
- Encourage parents to say goodbye when they leave (do not sneak out!) and reassure the child their parents will return.

It is the Key Person's responsibility to record the children's development and for sharing information on a regular basis with the child's parents to reflect the full picture of the child's development both in the nursery and home environment.

Although the Key Person is the initial point of contact, it is important to remember that as staff we are all responsible for all of the children on site daily.

The Key Person will organise and carry out parent/teacher meetings, complete learning journeys, leaving reports and assess the child's development against age related expectations.

The Key Person will have an in-depth knowledge of the child, their stage of development and any learning needs that need to be met. If a child requires additional support for the child's learning and progress the key carer will work alongside the SENDco and any other professional agencies to modify the provision in order to meet the child's needs.