

Key Person Policy

Aim

Baby Ducks is committed to implementing the role of the key person as studies show that the bond between an individual child and a special adult is central to a child's well being.

What is a key person?

The welfare requirements from the Revised Statutory Framework for the Early Years Foundation Stage (EYFS) 1.11 states that "Each child must be assigned a key person". Baby Ducks will inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person will help ensure that every child's learning and care is tailored to meet their individual needs. The key person will seek to engage and support parents and/or carers in guiding their child's development at home. They will also help families engage with more specialist support if appropriate.

Definition of a key person approach

"This is a way of working in childcare in which the whole focus and organisation is aimed at enabling and supporting close attachments between the individual children and individual staff members. The key person approach is an involvement, an individual and reciprocal commitment between a member of staff and a family."

Elfer.P, Goldschmeid.E, and Selleck. D. (2003) „*Key Persons in the Nursery*’ London: David Fulton.

Children

The key person will help the child to become familiar with the setting and to feel confident and safe within it.

The key person will try to meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour.

Activities during the day will be organised so that children can spend time with their key person.

The key person is responsible for carrying out the personal care routines with their key children such as nappy changing and meal times.

The key person will be available to greet their parents and key children when they arrive and share information about the child when ever possible.

The key person will be available at the end of the day to share information about the child's day and say goodbye when ever possible.

The child's progress will be closely monitored and recorded by the key person to enable effective planning.

Parents

Parents will be informed that we run a key person system during the application stage and given a chance to ask any questions

When a child starts at the setting they will be assigned a key person. This will be explained to the parents during the first day at the setting. The parents will meet with the Key Person to ensure that they are familiar with them.

The key person will ensure that the close emotional bond that they develop with the child does not undermine the child's ties with their own parents.

Should a parent wish to change their child's key person then they should speak to the manager and a meeting will be arranged to discuss reasons why and if necessary the child will be assigned to another member of the team.

The key person will give information to parents about the transition of moving to another setting or school, and help to support this process including, sending information to the school about the child's development level and requirements as well as trying to arrange a visit to the school with the child or the school to send a teacher to visit the setting.

Parents will have opportunities to share what they know about their child with the key person both through open discussion and through the Welcome Pack which will be completed when a child starts at Baby Ducks. This process is an ongoing one and the key person welcomes the parent.

Management

All new team members will receive training on the key person system as part of their induction.

Parents / Carers will be given information about the role of the key person and when allocating key children Baby Ducks tries to make sure that rotas are based on the working hours and working patterns of staff so that where possible each key person is available for their key children.

Children will spend time with all the staff members and not just their Key

Person to ensure there is a familiar and trusted person who knows the child well when there is a need to cover breaks, training, sickness and holidays

The key person role is included in the job descriptions and person specifications for all positions in the company.

The key person responsible for updating the children's developmental records and updating parents about their child's progress

There are clear professional boundaries which are detailed in our Professional Conduct Policy. A key person is a friendly professional.

The manager will provide support and time for their staff to talk through any difficult issues and feelings that may arise as part of the role.