



### The Role of the Keyperson

“Key person 3.27. Each child must be assigned a key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs (in accordance with paragraph 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.” Statutory Framework for Early years Foundation stage 2015

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parent/carer(s) to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer. We aim to support parent/carer(s) and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

Before starting at the nursery each child will have an allocated Key person, who is the member of staff with lead responsibility for the child. It is the responsibility of the Manager and the Supervisor of each room to allocate a Key person to each child. It is important that the Key persons ensure that all staff working in each room are aware of all the children in their care so that Parents/Carers can be fully informed about their child at the beginning and end of each day. The Key person where possible will support families with the initial settling in process and relevant paperwork attached to this which starts the foundation to building those relationships that are vital to effective communication.

#### Establishing the key person role

- A key person builds an on-going relationship with the child and their parent/s and is committed to that child’s well-being while in the setting.
- Every child that attends the setting is allocated a key person before they begin settling in, however we understand that some children may develop a special relationship with another assistant, where possible we will change key person to suit the child’s needs.
- A continuous ‘back up’ key person is also identified for each child so that they can fulfil the role in the absence of the main key person, for example, during annual leave or sickness.
- The key person conducts a baseline assessment within the first 6 weeks of settling.
- The key person conducts the 2YO Progress Check for their key children.
- The key person will monitor their children’s progress through the use of Tapestry, where permission is not granted then the key person will gather paper based observations.

- The Keyworker role is fully explained to parents on induction and their child's key person is introduced. Where possible the key person will deliver the initial settling in procedure.
- At induction, the key person with the support of the Manager (if required) will complete relevant forms with parents, including consent forms.
- The key person is central to settling a child into the setting. The manager and key person explain the need for a settling in process and agree a plan with the parents.
- Shift patterns and staff absence can affect a child who is just settling in; where possible, settling in should be matched to when the key person is on duty.
- Photographs of key persons and their key groups are displayed clearly
- The key person spends time daily with his or her key group to ensure their well-being.
- 

#### *The role of the key person with regard to parents'*

- The key person is the first point of contact for the parents'
- The key person is responsible for compiling the child's developmental record and for regularly discussion with the parents
- 

#### *The role of the key person at prime times*

During prime times the role of the key person is explained further in the relevant procedures as follows:

- Settling In
- Arrival and departures
- Snack and mealtimes
- Sleep/rest time
- Nappy changing and toileting (intimate care)
- Structure of the day
- Promoting positive behaviour
- Identification and assessment of special educational needs these need to be reported to the setting SENCo.

A key person also maintains other responsibilities for key children including: administering medication and signing accident records all of which are explained in the procedures.

### The back-up key person

- The role of the back-up key person is to step in when the main key person is absent in order to provide a stable and consistent care relationship for the child.
- The back-up person is identified when the child starts.
- The back-up key person gradually forms a relationship with the child until they are happy to be cared for by this person.
- The back-up key person shares information with parents in the key person's absence and makes notes in the child's records where appropriate.
- The back up key person ensures information is shared with the key person.

### The role of the key person in safeguarding children

- The key person has a responsibility towards their key children to report concerns about their development, welfare or safety to the manager and to follow the correct procedures in this respect.
- The back-up key person has a duty likewise.
- Each Key person will be asked at supervisions to how their key children are developing or if there are any safeguarding concerns.

