



## The Role of the Key person

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 1.16), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

*Meeting the requirements of the Early Years Foundation Stage (EYFS)*

- Each child will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within it, and develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship.
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- A child's patterns of attendance will be considered when appointing a key person.

*What is a key worker?*

A key worker is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. The key worker has special responsibilities for working with a small number of children which will help build and develop positive relationships with children and between parents, carers and staff.

*What is attachment and why is it important for young children?*

Attachments are the emotional bonds that young children develop with parents and significant others such as their key worker. Children with strong early attachments engage in more pretend play and sustain attention for longer as their sense of who they are is strong.

Children need to be safe in the relationship they have with parents or carers. They will develop resilience when their physical and psychological well-being is protected by an adult.

Being emotionally attached to such an adult helps the child feel secure that the person they depend on is there for them. When children feel safe they are more inclined to try things out and be more independent. They are confident to express their ideas and feelings and feel good about themselves. Attachment influences a child's immediate all-round development and future relationships.

At Clare House Nursery we plan and organise our nursery environment to ensure that all children receive enjoyable and challenging new experiences which are tailored to meet their individual interests and needs.

Each child is allocated their own key worker before they begin their settling-in period at nursery. This is carried out by the room supervisors, where required the manager will support and advice.

Prior to the settling-in period parents/carers will be invited into complete all the registration forms this is done with the key worker, during this time the key worker will gain as much knowledge as possible relating to the child and plan settling in sessions to meet everyone's needs.

The Key person where possible will support families with the initial settling in process and relevant paper work attached to this which starts the foundation to building those relationships that are vital to effective communication. If staff have planned holiday we will talk to the families about this and if required alter settling in/starts dates accordingly. If the key person is off sick then we will also make contact with the family and discuss options Re: Carrying on as planned or whether to reschedule.

On some occasions children don't always connect with the attended key person where this happens we will have a conversation regarding changing key adult.

During the settling-in period the key worker will spend a lot of one-to-one time with the new child to encourage the development of a positive attachment, which provides security for the child and helps with the settling-in process.

#### *Key worker responsibilities*

The primary aim of the key person system is to provide close relationships between the practitioner and the child for whom the key person is responsible, and the parents /carers of those children in order to assist the development of the children.

We recognise that parents/carer hold key information and play a critical role in their child's education and understand the importance of their contribution, views and feelings about their child's development. We endeavour to support both the child and the parents.

It is important to distinguish between the administrative aspects of a key worker system and the development of an appropriate key worker relationship, and also to recognise the value of both aspects of the key worker role.

The key person will:

- Build an on-going relationship with the child and their parent/carer and is

committed to that child's well-being while in the setting.

- The key person and parent/carer will sit together and complete a "what to expect when tracker" This give us a starting point of understanding the child's needs and allows for conversations around the child' developmental profile.
- The key person will complete a baseline assessment within the first 6 weeks of settling. And this will be shared will with the parent/carers and discuss next steps.
- The key person conducts the 2YO Progress Check for their key children.
- Where developments concerns are raised parent/carers will be informed and the full Early Help Assessment process will be explained Cleary. We aim for parents/Carer to feel fully involved in this process.
- The key person will work alongside the parent/carer to plan Next steps and put in support if required.
- The key person will act as an advocate for the child ensuring that their voice is heard.
- The key person will ensure that the learning environment meet their child needs and adapt where required.
- The key person will upload their children's progress through the use of Tapestry, where permission is not granted then the key person will gather paper based observations to share.
- The Keyworker role is fully explained to parents on induction by the key person. Where possible the key person will deliver the initial settling in procedure. If the key person is not available for this intial induction then a date will be set for them to meet.
- 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 key person explains the need for a settling in process and agree a plan with the parents.
- The key person spends time daily with their key group to ensure their well-being.
- 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 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.
- Each Key person will be asked at supervisions to how their key children are developing or if there are any safeguarding concerns.
- The key person (All STAFF) will complete record of concern forms.

- Key person will talk to parent/carer at the end of sessions regarding accidents/incident that have happened at home and nursery and forms will be filled out.

### *Keeping records of the key child*

- All room members to collect evidence of child's progress if they observe it, this can be photos, video, written observations or the child's work.
- All children's folders will be kept safe and are the key persons responsibility to ensure they are not lost.
- Keep a record of child's Learning Journey and update this regularly as part of our delivery expectations.
- On trial session Key person to complete All registration form with parents/carers, this starts the beginning of the child learning journey
- Progress conversations are shared with the child's other setting if they attend a dual setting. And plans for next steps are co-ordinated if appropriate.
- Tracking sheets are complete when a child starts the nursery via parents/caeres(on Entry assessment) at 6 weeks and then completed every 6 months.
- During the end term of Pre School, Practitioners will have completed learning journal to hand over to the reception teacher.
- The key person will complete accident and incident forms.
- The key person will complete medication forms and Medical plans.

### *What can you do to support your child?*

The key person works alongside parents and carers to ensure that there is continuity of care for the child thus supporting the child's emotional well-being. The key person will want you to share information about your child - the more you can tell them the better the relationship they will be able to form with your child and plan how to meet their needs.

The key person is someone you can talk to about any concerns, they will know your child well and will be able to provide advice and support with all aspects of learning and development. You should be offered regular times to talk to your child's key person and look at their child's learning and development records.

- Talk to your child about their key person so that they know they can go to them for help. Keep the key person updated with any changes in routines or changes in your child's home life, for example, if you are moving house or expecting a sibling, as your child's key person will be able to support your child through transition times.
- Talk to your key person about any home challenges you may be having with regards to sleep, routine support as they will be able to give you or source you some advice.
- Share with your keyperson any concerns you may have with regards to your child's development as they will ensure that you get the right support.
- Share any new interests your child may have or special experiences they may have taken part in as their key person will be able to follow up on these in the setting.
- Tell your child's key person about any 'wow' moments your child has had at home and when they meet developmental milestones. Together you can celebrate your child's achievements and plan suitable next steps to support them.
- Share these exciting events on Tapestry so we can celebrate together.

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.