

HACKENTHORPE HALL NURSERY

POLICY - The Key Person (September 2022)

The Key Person Role is a Statutory Requirement

- Each child having a 'Key Person' is a safeguarding and welfare requirement in the EYFS Framework (2021).
- Each child will be assigned a key person,
- inform parents/carers of the name of their child's key person,
- We explain the role of the Key Person to parents/carers when their child starts.

The Role of the Key Person;

- The key person role will help to ensure that every child's care is tailored to meet their individual needs,
- will help the child become familiar with the nursery,
- will offer a settled relationship for the child,
- will build a relationship with their parents/carers,
- will seek to engage and support parents and/or carers in guiding their child's development at home,
- will help families engage with more specialist support if appropriate.

Communication and Clarity for Parents/Carers

- We have a list of the staff in the role of the Key Person displayed in our reception area, with photographs,
- A definition of the role of the Key Person is explained to parents/carers
- Parents/Carers are be informed of who their child's Key Person is,
- The child's Key Person gives regular feedback about their child's development.
- Workable communication pathways for parents/carers are established electronically in the nursery and protocols for communication are made clear.
- Emergency contact protocols are established and shared with parents/carers

Training for the Key Person

- The EYFS Statutory Framework (2021) states "a quality learning experience for children requires a quality workforce" "A well-qualified, skilled staff strongly increases the potential of any individual setting to deliver the best possible outcomes for children."
- Staff qualifications are addressed in our safe recruitment practice
- A regular high-quality staff supervision program is established in the nursery and is considered fundamental to ensuring that practice is refreshed and kept up to date,
- Training for the role of the Key Person is offered as part of their induction and ongoing in staff appraisal