



### Introduction to policy

Burgh Wood Montessori Nursery School and The Orchard School (*hereafter the "Nursery Schools"*) believe that children settle best when they have a Key Person to relate to, who knows them and their Parents/Guardians well, and who can meet their individual needs. A Key Person approach benefits the child, the Parents/Guardians, the staff and the Nursery Schools by providing secure relationships in which children thrive, Parents/Guardians have confidence, staff are committed and the Nursery Schools are a happy place to attend and work in.

### Summary of procedures

The safeguarding and welfare requirements section of the Revised Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 paragraph 3.27 states that:

'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.'

The Nursery Schools want children to feel safe, stimulated and happy in the Nursery Schools and to feel secure and comfortable with staff. The Nursery Schools also wants Parents/Guardians to have confidence in both their child's well-being and their role as active partners with the Nursery Schools.

### Staff

1. Any new key person at the Nursery School will be given a full induction on the role of a key person and what is expected of them as a key person.
2. The Nursery Schools follow a full induction programme where all new staff are taken through the risk assessment, fire, health and safety procedures and the settings policies and procedures electronically to read and understand.
3. The Nursery Schools allocate key children 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.
4. The Nursery Schools includes the key person role in its job descriptions and person specifications.
5. The key person is responsible for updating the children's developmental records and updating Parents/Guardians about their child's progress each term.
6. The Nursery Schools key persons ensure that their close emotional bond that develops with the child does not undermine the child's ties with their own Parents/Guardians.
7. The Principal provides support and time for staff to talk through any difficult issues and feelings that may arise as part of the role. Parents/Guardians meetings are scheduled each year; these serve as review and progress meetings. In addition to annual meetings, the Nursery Schools operate an Open Door Policy and Parents/Guardians are welcome to request meetings at any time during the year.
8. The key person talks to the Parents/Guardians to make sure the child is being cared for appropriately.

### Parents/Guardians

1. Parents/Guardians are told that every child will have a key worker and what the role of the key worker will be on their first visit before the child starts at our setting.
2. The Nursery Schools will give information to Parents/Guardians about transitions, for example settling in, moving throughout the nursery and moving to another setting or school.
3. The Nursery Schools operate an Open Door policy where Parents/Guardians are always welcome to share what they know about their child with the key person.



4. The Nursery Schools observe clear professional boundaries. Staff at the Nursery Schools are professionals and do not befriend Parents/Guardians. For example, staff members are not permitted to accept personal social invitations from Parents/Guardians nor to befriend Parents/Guardians on social media.
5. In the event that a Parent/Guardian is not happy with their child's key worker, the Parent/Guardian is invited to speak to the Principal.

### Children

1. The Nursery Schools develop a genuine bond with the child and offers a settled, close relationship.
2. The key person helps the child to become familiar with the Nursery Schools and to feel confident and safe within it.
3. Every child is treated as an individual at the Nursery Schools. The key person meets the needs of each child in their care and responds sensitively to their feelings, ideas and behaviour.
4. At the Nursery Schools, the key person is responsible for carrying out the personal care routines with their key children such as nappy changing, meal times.
5. The key person is available to greet their Parents/Guardians and key children when they arrive and share information about the child.
6. The key person is available at the end of the day to share information about the child's day and say goodbye.
7. The child's progress is closely monitored and recorded by the key person to enable effective planning.

### Further reading/contacts:

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