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**Key Person Policy**

We operate a key person scheme, which means a member of staff is allocated to a number of children and their families. It is their responsibility to develop a genuine bond and close relationship with each child and family in their group.

The child’s key person is responsible for planning activities to help support the child’s next steps and their development as well as keeping the child's individual Tapestry up to date.  We hope parents/carers will contribute to their child’s Tapestry, so together we can identify and meet all children’s educational, personal and social needs. This also helps get a wider picture of what your child is like at home, what they enjoy and builds relationships with parent/carers and key person as each can comment on observations and photos of the child.

The key person will:

* Talk to parents/carers when the child first starts about their child’s needs and interests e.g. special needs, medical and dietary requirements, communication, speech, favourite stories and songs and about family customs and beliefs.
* Inform parents/carers about how their child has settled at nursery
* Support and help the child settle into Pegasus and get to know their new environment, routine and boundaries.
* Comfort child as and when needed - following the intimate care policy
* Use observations to identify any help, support or more experiences for the child to help them grow and develop
* Keep all paperwork up to date and confidential about the child including Tapestry
* Encourage parents/carers to be involved in record keeping using Tapestry
* Meet regularly with parents/carers to discuss any concerns or worries they have or key person may have. This can be done at drop off / pick up times, telephone meeting, zoom or team's meeting or a face to face meeting
* Help the child to feel confident and self-assured so they become independent
* Help and support families and the children with if any other professionals are involved and meetings that may need to be held
* To build a good strong relationships with the child to be a safe, friendly, caring, calm and fun person for that child.

**This policy was adopted on** 5th June 2024

**Signed (Chair)**

**Signed (Manager)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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