**Key Person Approach**

The Key Person approach has been proven to benefit the child, parents, staff and the setting by providing secure relationships in which children can thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work.

At **Bombini Tribe Day Nursery**, we believe that children settle and thrive best when they have a Key Person to relate to who knows them well and who can meet their individual needs. In addition to this, we also operate the buddy system where other members of staff assist in the support of the child and their families and contribute towards their learning and development. The ‘buddy’ also acts as a second port of call for the child and their family where the Key Person may be absent.

Where possible, we maintain the same Key Person for the child throughout their attendance at the setting and siblings are placed together with the same Key Person unless the parents state otherwise.

In order to maintain the Key Person approach and encourage positive relationships between staff and families to occur, all children are collected from their Key Person at the end of each session where possible. This allows for daily feedback to be provided face to face and gives parents the opportunity to share any key information, allowing further for informal discussions to take place where necessary. The Key Person or buddy is responsible for the monitoring of the child’s development by way of observation and assessment which is recorded digitally, with daily observations shared with parents and additional formal meetings arranged to discuss the child’s development over time.

The management team will allocate a Key Person to a child and their family before they start attending the setting. As the nursery operates from one room, the whole team are regarded within the buddy system and therefore all children and their families are supported by all staff. Accordingly, all Staff are responsible for Safeguarding all children in attendance at Bombini Tribe Nursery, ensuring that children’s welfare and well-being is observed by monitoring patterns of absence, injury and development and referring them on to the relevant outside agencies or local authority teams where necessary.

At **Bombini Tribe Day Nursery** we expect the Key Person to:

* work alongside the Management Team during the induction process of the family and settling the child into the setting.
* offer unconditional regard for the child and is non-judgemental.
* become attuned to the child’s individual preferences, learning styles, attitudes and characteristics, and works with the parents to plan and deliver a personalised plan for the child’s well-being, care and learning.
* act as the Key contact for the parents and has links with other carers involved with the child, such as child-minder, and co-ordinates the sharing of appropriate information about the child’s development with those carers.
* be responsible for development records and for sharing information on a regular basis with the child’s parents and Management Team to keep records up to date, reflecting the full picture of the child in our setting and at home.
* provide support whenever there is a transitional change, a significant event in the child’s life and throughout the day-to-day events where the child needs personal care.

|  |  |
| --- | --- |
| **This policy was adopted on** | **Signed on behalf of the nursery** |
| *1 September 2021* | *A black wire in a shape of an egg  Description automatically generatedSally Ward* |
| *A black text on a white background  Description automatically generatedRachel Hussell* |
| *\*All policies are reviewed and updated (where necessary) on an annual basis.* | |