

NURSERIES: THE KEY PERSON POLICY AND PROCEDURE

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1 POLICY STATEMENT

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

Statutory Requirements EYFS 2021 (3.27)

The primary role of the key person is to meet the physical, emotional and cognitive needs of each child to ensure their developmental and welfare needs are met. The key person should form a close working relationship with the parent or carer in order to assist and support with settling and transitional periods.

University Hospitals Sussex NHS FT nurseries are committed to providing all children with a happy, settled and safe environment. To ensure a child and his/her family feels welcome, secure and valued during their time within the nurseries a 'Key Person' is allocated.

2 OUR AIM

- 2.1 A staff member from the playroom will initially lead the family induction to the nursery i.e. the Room Leader. After a settling period a member of staff from the playroom will be assigned as the child's 'Key Person' and is responsible for overseeing the settling period, child's nursery experiences and initial information gathering process.
- 2.2 We promote the role of the Key Person as the child's primary carer in the setting and the main point of contact for the parent or carer. The Key Person is to develop a good communicative relationship to ensure the interests and welfare of the child is met.
- 2.3 The role involves making observations, assessments and keeping records of the children's development and sharing this information with the parent or carer and other professionals.
- 2.4 The Key Person offers unconditional regard for the child and is non-judgemental.
- 2.5 The Key Person takes the main responsibility for the health and wellbeing of their key children.
- 2.6 The Key Person makes a special relationship with the child to help ensure that the nursery is a worthwhile and happy experience for them.
- 2.7 Key Person will also observe other children through play to meet their developmental and emotional needs.
- 2.8 The Key Person will do a variety of shifts throughout the operational hours of the service; therefore will not always be available for the full length of a child's session.
- 2.9 Other nursery staff will inform the named Key Person of any concerns regarding a child if appropriate.
- 2.10 A second Key Person is introduced in the rooms so the child and parent or carer has a key contact in the absence of the main Key Person.
- 2.11 The Nursery Manager or Deputy Nursery Manager is available throughout the day if you have any concerns or queries.

2.12 The Key Person does not move through the nursery with the child however will support with transition process and provide information to the next assigned Key Person.

3 ASSOCIATED POLICIES & PROCEDURES

UH Sussex Nursery Parent & Carer Partnership Policy
UH Sussex Nursery Admissions Policy
UH Sussex Nursery Learning, Play & Care Policy
UH Sussex Nursery Safeguarding and Child Protection Policy

4 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 10/01/2022	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 01/10/2021	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
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Approval and Amendment History	Details
Written 12/12/20219 22/09/20217	Tracey Gregory, Childcare Services Manager
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Notes	