



Clarendon Primary School & Children's Centre

Key Person Policy

'Doing our best to achieve our best'

Introduction:

Staff at Clarendon Primary School are dedicated to identifying and meeting the individual needs of each child attending the nursery. To help support this the Nursery operates a key person system whereby every member of staff is responsible for a particular group of children, communicating with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery key person system and will outline the roles and responsibilities of a key person and how these translate into practice. By sharing and collecting further information from parents/careers, staff will be able to develop a full and precise picture of each child's level of development as well as a clear understanding of their skills, knowledge, understanding and interests. This will subsequently allow staff to carefully match provision to each child's individual needs.

Practitioners Responsibilities:

Relationships with key children

Whilst all staff in the nursery work with every child and supports their individual needs, personal care requirements and ongoing development, each member of staff will have specific responsibility for particular children.

- The key person provides a secure attachment for their designated children.
- They help these children settle in and become familiar with the setting.
- They ensure the needs of these children are met, responding sensitively to their feelings, ideas and behaviour.
- They provide a 'secure base' by being there to support, encourage and allow them to explore at their own pace.
- They are primarily responsible for the child's care routines, for changing and for other personal care needs specific to them. They support their dressing and washing, as required, offering help as needed whilst also supporting the child's growing independence and development of skills.
- The key person will use body language, eye contact and voice tone to indicate that they are always available and interested. (These are gauged according to the child's temperament and culture.)
- The key person will hold a clear and detailed understanding of their designated children's feelings and will use a range of strategies to support them in a way suited to their individual needs. These can include, containing difficult feelings by gentle holding, showing empathy and providing words to explain and share their feelings.
- The key worker will comfort the child when distressed by calmly and gently acknowledging their feelings, offering explanations and reassurances.

Relationships with parents/carers

- Key persons will develop a close professional working relationship with parents/carers, ensuring that each child in their care is cared for appropriately and their individual needs are accommodated for within daily routines.

- The key person will develop a two way flow of information between themselves and the parent/carer to ensure they become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing their key children's development profiles with parents and other professionals as required. Where children have additional educational needs or are identified as a 'child in need', with the support of the Nursery Teacher, the Key person will be called upon to attend reviews and core group meetings.
- The key person is responsible for writing reports for parents and holding regular meetings to discuss progress. They are also responsible for communicating with parents on a daily basis, both in person and through daily diaries or feedback sheets.

Records

- The key person is responsible for maintaining observational records and completing development profiles of their key children, using these to inform next steps, individualised planning and Individual support plans (ISPs).
- Where a child is also supported by another member of staff, who is not their key person, record keeping becomes a joint responsibility. (E.g. for children identified as having a special educational need.)
- When a child is 2 years of age the key person will complete a progress check to give to the parents/carer.

Welfare and Safeguarding

- Key persons are responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development, referring any concerns to the Nursery Teacher or school's designated safeguarding Lead (DSL).

Transition

- The key person plays an integral role in the child's transition to school, aiding this by introducing the child and their parents/carers to their new key person/teacher and helping them to become familiar with their new environment.
- It is the responsibility of the key person to pass on records during the transition process, ensuring all records are all up to date.
- In the case of a staff member's absence, it is the responsibility of a secondary key person to cover the role of the primary key person.

Nursery Teachers Responsibilities

- It is the Nursery Teachers responsibility to arrange a suitable time for home visiting. (The Nursery Teacher will be present alongside the key person for any home visits.)
- They will ensure that each child has a secondary key person who will take responsibility in the event of a prolonged staff absence.
- The Nursery Teacher will provide opportunities for staff to give regular feedback as well as provide staff support in their role.
- The Nursery Teacher is will monitor all children's records of development and learning and ensure they are updated regularly and to an appropriate standard.

Policy Review:

Date reviewed: Summer term 2016

Review date: Spring term 2019

