

# Little Trinity Ltd

## Key Person Policy

---

### Policy

- At Little Trinity Nursery, we greatly value the strong positive relationships we build up with the children in our setting and their families.
- Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn.
- Every child who attends the Nursery is assigned a key person to act as the bridge for the child between their home and the setting.
- The relationship between the child and the key person is of utmost importance and the voice of the child should be heard in this relationship. Sometimes it will be necessary to allocate another key person if this relationship is not working.
- The key person will get to know the child well. Become attuned to their likes and dislikes, attitudes and preferences and will provide the child with particular support at key times, ie at the time they join the setting, whenever they make a transition and whenever there has been a significant event in the child's life.
- The key person will support the child and monitor their learning, emotional and physical development. The key person will also be responsible for writing observations and recording these in the child's learning journeys.
- They will be the key point of contact for the parents/carers of the child.
- Arrangements will be made to balance out the number of children assigned to each key person and to accommodate shift patterns, holiday and sickness absences.

### Procedures

- Children between the ages of 2-3 years the children will be assigned a key person. The Key Person will complete the child's two year check during this time.
- When transition to 3-4 years room, the children will then become the responsibility of another key person. Parents will be informed of the new key person and the existing key person along with the new one will work together to ensure a smooth transition.
- Throughout the Nursery the regular care of all children is a shared staff responsibility, which ensures we can cover shifts, holiday and sickness absence.
- We are sensitive to the child's need and alert to preferences and personalities and are vigilant to ensure that a child's wellbeing takes priority.
- The key person is responsible for the child's records and acts as a bridge between home and the setting.
- Key person lists are on the notice boards in each classroom.