Staff at St Catherine’s Independent Nursery are highly committed to identifying and meeting the individual needs of each  child attending. To aid this process,  St Catherine’s Independent Nursery operates a Key Person system whereby  every  member  of  staff  is  responsible  for  a  group  of  children, liaising  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. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities  translate  into  practice.  By sharing  with  and  gathering  information from parents relating to individual children, staff will be able to develop a full and accurate picture of each child’s level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child’s individual needs.

**Organisation**

• All early years practitioners including the Deputy Manager working in the nursery are required to assume Key Carer responsibilities.

• The Manager and the Deputy Manager where appropriate are required to  oversee the Key Person responsibilities of the staff in nursery.

• The  Nursery Manager  is required to  monitor  children’s records  of  development  and learning and ensure they are updated regularly and to an appropriate standard.

• The Nursery Manager is responsible for  ensuring fair and even distribution of  Key Person responsibilities and should monitor at regular intervals each Key Person number of children.

**Policy Implementation**

Each child attending St Catherine’s Independent Nursery will be assigned a Key Person and a secondary Key Person, who will ensure that a record of development and learning is provided. Where a child is admitted at very short notice, the Key Person may be decided when the child has started.

Wherever  possible, the Key Person should spend some time  with the  child’s  parents/carers gathering information about the child and family, for example when settling the child into the nursery, during settle sessions and through a home visit were possible.

The Key Person is the child’s family’s initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship be fostered and that contact be encouraged when the Key  Person is  on  duty.  However, where  possible, a  secondary  Key  Person  should  also  be assigned and other staff should also maintain contact as it is unlikely that the Key Person will

always be on duty every time a child is brought to or collected from nursery. It is likely that the Key Person will form strong attachments with their key children and will know them the best.

All staff assigned key children are responsible for observing and recording assessments on all children, generally taking brief notes of individual children’s achievements and progress. The Key Person is also responsible for updating their children’s records and ensuring an accurate overview of each child enabling them to identify their needs and interests. The records are to be used in order to support planning, general discussions with parents and at parent’s evenings and to identify progression and areas where support is needed.

If the child is attending another setting, their Key Person must ensure the child’s record of development is shared with the child’s Key Person at the other setting the child attends.

When  the  child  is  due  to  leave nursery, their Key Person must ensure that their record of development (Learning Journey) is fully up to date and that it is handed to the child’s parent. If the child is leaving for school, an EYFS Transitional Profile must be completed for the child’s parents and their new teacher.

Signed on behalf of the nursery………………………………………………………........Date: 01/09/15

Date of review: 01/09/16