



# Bumble Bees Day Nursery & pre-School

## Key Person Policy

Every child in our care has a nominated key person. The main reason for this is so that each child can be given every opportunity to build a close relationship and thrive and grow in a way that caters to their individual needs.

Every key person will work closely with the staff team and all children but will be the one to know that 'bit more' about their key child/ren.

The key person's responsibilities are to discuss with parents/carers all relevant issues concerning their child. The key person will then know as much as possible about their needs and wants regarding their care and development.

Throughout the child's time at nursery their key person will maintain regular dialogue with the parents/carers so that any care and development need that arises can quickly be discussed and resolved. This will also enable the child's social, emotional and physical development to be monitored and any plans to help the child in any areas can then be drawn up in partnership. This will ensure the child has the best possible consistency of care at home and at nursery and grow and develop with the aim of achieving their full potential.

The key person will make and record observations of their key children and these will help them to identify their interests and use these to plan for their future development.

All activities and experiences offered to the children will be fed back to the staff team to ensure everyone is aware of the child's development and incorporates their interests into relevant planning.

The manager and deputy will check the observations and planning regularly to ensure all children are given equal opportunities to enhance their developmental needs.

With a key person system in place we feel it ensures each child can develop to their full potential with care, support and encouragement from their key worker.

Policy Updated January 2023