



## Key Person Policy

### Policy statement

Little Elms are passionate about providing the best start possible to all children. Part of how we are able to achieve this is by ensuring compliance with our duty to allocate a designated key person for each child in line with the Statutory Framework for the Early Years Foundation Stage Curriculum which states:

*Each child must be assigned a key person. Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.*

### What is the role of a key person?

At Little Elms, we recognise that children thrive from a base of loving and secure relationships. So, to support this we ensure that every child has a 'Key Person' when they start attending a Little Elms nursery. A key person is a named and experienced member of staff with responsibilities for a group of children.

### *Some of the key persons core responsibilities are listed below:*

- Develop secure trusting relationships with their key children and parents.
- Settle children into the setting gradually following our Settling in Policy, adapting how this is achieved to meet the child's individual needs.
- Provide a secure base for key children by supporting and developing their interests and exploration.
- The key person should take the lead on personal care routines for their key children. For example, nappy changing, bottle feeding and potty training.
- Provide a secure base for key children by being physically and emotionally available within the environment for children to come back to when needed.
- Plan for appropriate and developmentally stimulating activities for key children based on their interests.
- Track and monitor key children's learning through the 'Learning Book', building up a journey of the child's development throughout their time at nursery.
- Share and seek information about the child's learning and development with the child's parents, working in partnership.
- Support key children and their parents when the child is ready to move into the next playroom, school or another setting.

### What are the benefits for children?

Our key groups allow the Key Person to better 'tune into' children's play and their conversations to really get to know the children in the group well. Children feel settled, happy and are more confident to explore and as a result become more capable learners.

The member of staff allocated as a child's key person will build a special relationship with those children and get to know their likes, dislikes as well as their personalities and ways in which they learn best. They will use this knowledge to plan exciting and fun learning opportunities for your child.



## What are the benefits for Parents/Carers?

A child's Key Person will become a familiar figure to parents, who is accessible and available as a first point of contact to families.

At every Little Elms nursery, we use the Learning Book to share, track and monitor learning and development for all children attending. These are shared instantly via the online platform to ensure parents have regular updates on their child's time at nursery.

### Associated Documents:

- Settling in Policy