

Key Person

At Incey Winceys Day Nursery and Preschool we strive to provide consistent, high-quality care for each and every child. The open-plan layout of the nursery ensures that all staff are familiar with, and interact with all children. This is positive in building relationships within the room and means that the child will always be cared for and have their basic needs met. However, to ensure the highest quality of care and learning it is necessary to allocate each child a key person, their main carer throughout the day, who knows their routines, likes and dislikes and has strong relationships with the child and their family.

We adhere to the following key person procedures:

- We allocate a key person before a child starts, but are flexible if a child makes a particularly strong bond with another member of staff within the room.
- The key person is chosen, amongst other reasons, experience, practicality and on the number of key children they already have on particular days and cannot usually be chosen by a parent based on preference.
- A child that is known already to a particular member of staff is usually not put in that practitioner's key group in line with good safeguarding practice
- The key person is responsible, along with the room leader, for the induction of the family and for settling the child into the nursery or preschool. (See our **Settling In and Transition Policy**, for more details).
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised, child-centred approach to the well-being, care and learning.
- The key person acts as the key contact for the parents and have links with other carers involved with the child, such as a child-minder, and co-ordinates the sharing of appropriate information about that child's development with those carers. In addition, they also support families to engage with specialist support if needed.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those

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records up-to-date, reflecting the full picture of the child in our setting and at home.

- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.
- We promote the role of the key person as the child's primary carer in the nursery, and as the basis for establishing relationships with other staff and children.

We provide a secondary key person for every child. This provides the child with a carer who knows their needs and routines well during such times, when the key person is absent. It also provides a key contact for the family when the key person is not present, and where possible the two key people would be on alternate shifts and alternate lunch breaks so that one is always present at all times.

If the key person leaves the nursery, wherever possible the secondary key person would take over to ease the transition and help alleviate any worries of the child or family involved during this change. The family will be told as soon as possible if their child's key person is leaving and we allow an adequate of time for a smooth change to the new key person.

The secondary key person takes over the care role in the absence of the key person, changing nappies/supporting toileting as well as continuing carrying out observations and planning with the child, particularly in the event of the key person being away for an extended period of time (more than two days).

In the unlikely event that the key person and secondary key person are both absent, the room leader can be used as a key contact.

Whilst we welcome close relationships between the key person and the child and their family, we have clear professional boundaries which we enforce to ensure the child's wellbeing and safety is never compromised in any way.

Note: Babysitting duties or additional care outside of Nursery is agreed upon separately between the parents and the member of staff and Incey Winceys does not accept liability in any way.