



Key Person Policy

Titel	Key Person Policy
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Owner	Group Lead Sudbrook
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At Sudbrook Kinderhaus we value the positive relationships we build up with the children in our nursery and their families.

Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn. Every child who attends Sudbrook Kinderhaus is assigned a Key Person to act as the bridge for the child between their home and the nursery.

It is the Key Person's responsibility to get to know the child well, become attuned to their likes and dislikes, attitudes and preferences, and to provide the child with support at key times during the child's time at Sudbrook – at the time they join or whenever there has been a significant event in the child's life. She must then communicate the information to the rest of the team.

The key person will spend time with the child every day, supporting their learning and emotional and physical development. They will be the key point of contact for the parents/carers of the child and be able to inform them of what the child has been interested in and involved in during the day.

Training will be provided for staff to enable them to carry out the Key Person role, and arrangements will be in place to balance out the number of children assigned to each key person.

Procedures

Children will be assigned to a Key Person when they join Sudbrook Kinderhaus. They will be introduced to that Key Person at the settling-in sessions. In the event of the Key Person being a new member of staff, another member of staff will be present at the settling-in Sessions. The Group Lead will be responsible for overseeing this role and assigning children to the staff. New staff members and those seeking a qualification in Early Years will have fewer Key children to begin with and will be supported/ partnered with the Head/ Deputy to carry out the above responsibilities.

Key Persons will be responsible for writing reports for their key children and conducting parent-teacher meetings. These reports will include input from other staff members and will be overseen by the Group Lead.

