West Derby

Liverpool

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Registration Number EY429494

**Key Person Procedure**

*“The key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home”*

*Early Years Foundation Stage Effective Practice: Key Person page 7.*

The Key Person Approach is one of the vital principals in the Early Years Foundation Stage and now a statutory requirement of the framework.  It is a reciprocal relationship between a member of staff, individual child and their family. At Spring Grove nursery, our staff are highly committed to identifying and meeting the individual needs of each child that attends our nursery. We believe that children settle the best when they have a familiar staff member to relate to, who knows them and their parent/carer well. This is a huge benefit for the child, parent/carer and staff member as it provides a secure relationship so that the child can thrive, parent/carers gain confidence and that staff are dedicated to support and develop that individual’s development.

At Spring Grove Nursery, the child’s safety, well-being and development is of paramount importance and we want the children that attend our nursery to feel happy, comfortable and stimulated with a secure, loving and professional relationship.

**Procedure**

* When the child is settling into nursery, we observe the child’s behaviour and preference to a staff member. This staff member will then become the child’s Key Person. If the child does not have a preference a Key Person will be allocated. If the child forms a bond with a different staff member we will review and liaise with parent/carer to discuss potential staff member change
* A Co-Key Person will be allocated if their original Key Person is absent from the nursery
* Staff are responsible for the induction of the family and settling the child into nursery
* The Key Person will work with the parent/carer to determine if there is any information about their child that the nursery needs to know to enable the team to support the child to the best of their ability
* The Key Person acts as the main contact for the parent/carer and has links with other Key staff involved with the child with regards to appropriate information about the child’s development
* Working in partnership meetings are accessible when required by the parent/carer or key person
* Yearly parent/carer evenings are designed for the parent/carer to meet up with the key person and discuss their child’s progress
* When the child progresses to the next room the key person will take their key child on a settling in process, with it being a familiar and trusting face

**Transitions**

Starting nursery, moving from one room to another, changing settings or starting school is an exciting time for children, but can also be a challenging and anxious time for both children and their parent/carers. We are committed to putting the needs of the child first whilst working with each other, parents/carers and other professionals to make transitions as smooth as possible for all concerned.

**Transitions from Room to Room**

* The child will have settling in sessions from the day they turn the age suitable for the next room
* They will be taken with their key person and introduced to their new key person
* They will explore the room and all areas and be introduced to the new routine
* A transition form will be completed by the key person and new key person

**Transitions from Pre-School to School**

We have a transition booklet that will go with your child to the school when they start. This will have the seven areas of learning in, which will be filled out by your child’s key person on how they are developing within the guidelines of the EYFS. It will also explain if there is anything your child may need extra support with and how they like to learn. This gives the teacher a much better insight on were your child is at developmentally and if there is any support required.

We like to organise a visit to the school that your child is attending, this will be with your child’s key person or the nursery manager and they will visit the school to meet the teachers and take photographs of their new class room. We also encourage the teachers to attend our nursery to see the children in a familiar environment. We aim to make the children feel as comfortable and secure with this new transition so by inviting the teachers into the setting, it allows them to meet their new teacher, with also the familiarity of their environment. This also creates a trusting relationship with the child and the teacher.

We also encourage the Pre-School room to create a school like area, in the Role-Play area to create that feeling of a class room. Pre-school will also put pictures up in the area of the class room and some uniforms for the children to dress up with.