

Key Person System



Grass Roots Nursery Group: Key Person System and Individualised Support

Purpose:

To establish a strong key person system that supports children's individual needs, promotes their development, and fosters positive relationships with parents/carers.

Key Principles:

- **Individualised Support:** Each child will be assigned a key person who will provide consistent care, support, and guidance.
- **Parent Partnership:** We will work closely with parents/carers to understand and meet children's individual needs.
- **Development and Learning:** We will monitor children's development and plan appropriate activities to support their learning and interests.
- **Special Needs Support:** We will provide additional support for children with special educational needs, working in partnership with parents/carers and professionals.

Procedures:

1. **Key Person Assignment:**
 - Each child will be assigned a key person within the first few weeks of starting at the nursery.
 - The key person will remain consistent throughout the child's time at the nursery, providing continuity and stability.
2. **Relationship Building:**
 - The key person will actively build a strong relationship with the child, getting to know their interests, preferences, and personality.
 - They will also establish a positive relationship with parents/carers, fostering open communication and trust.
3. **Observations and Assessments:**
 - Regular observations will be conducted to assess the child's development in all areas, including physical, cognitive, social, and emotional.
 - Developmental assessments will be used to identify any areas of strength or concern.
4. **Individualised Planning:**
 - Based on the observations and assessments, the key person will develop an individualised plan to support the child's learning and development.
 - The plan will address the child's specific needs, interests, and goals.
 - The plan will be shared with parents/carers and reviewed regularly.
5. **Parent Partnership:**
 - Regular meetings and communication will be maintained with parents/carers to discuss the child's progress, share information, and address any concerns.
 - Parents/carers will be encouraged to provide input and feedback on the child's development and learning.
6. **Special Needs Support:**
 - For children with special educational needs, we will collaborate with parents/carers, professionals, and the named SENCO to develop an Individualised Learning and Development Plan (ILDP).
 - The ILDP will outline specific support strategies and resources to meet the child's individual needs.

- We will work closely with external agencies, such as the local authority and health professionals, to ensure the child receives appropriate support.

7. Transition to School:

- The key person will work closely with parents/carers and the receiving school to ensure a smooth transition for the child.
- The key person will share relevant information about the child's development, progress, and any specific needs.

Additional Considerations:

- **Consistency:** We will strive to maintain consistency in caregiving, even when staff changes occur.
- **Cultural Sensitivity:** We will respect and support children's cultural backgrounds and identities.
- **Flexibility:** The key person system is adaptable to meet the individual needs of each child and their family.
- **Review and Evaluation:** This policy will be reviewed annually to ensure its effectiveness and alignment with current best practices.

By implementing this policy, we aim to provide a nurturing and supportive environment for all children, helping them to thrive and reach their full potential.