

FIRST STEPS (BATH)

The role of the key person

A child attending day care at First Steps Centres is allocated a key person from the time they first start at the Centre. It has been shown that when children have a close relationship with an adult within the nursery, they feel more confident and safer within it, settle more readily and are more confident to explore and try out new things. Children also build relationships with other staff to ensure that they are still well cared for when their key person is absent.

The role of the key person is therefore to:

- Develop secure, trusting relationships with both their key children, and their parents and carers.
- Celebrate what the child can already do as well as acknowledging early identification of need and planning for appropriate, tailored support.
- Provide a secure base for the key children, both physically and emotionally.
- Ensure their key children receive a level of individual care and attention within the larger nursery community.
- Act as an advocate for the child in the family, especially when working with external agencies.

This includes:

- Forming a judgement about whether an individual child is at the expected level of development. Contributing ideas for activities to be planned which will support individual children's development. Using observations of all children made by the key person and others to develop a rounded view of the child's development.
- Regularly reviewing the children's development and setting likely next steps in learning for each child.
- Ensuring that parents / carers receive regular oral feedback on their child progress.
- Ensuring that all staff are aware of the child's care needs.
- Arranging child progress review meetings. These may be alongside the Manager or Special Educational Needs Coordinator (SENCo) and be more frequent if there are identified child and family needs.
- Completing the child's 2-year review with parents, and Health Visitor or other professionals as needed.
- Making additional observations on the child, as requested by the Manager or SENCo
- Alongside the Manager or SENCo, ensuring that the services provided for the child are working in a co-ordinated way.
- Ensuring that any individual plans for children (1 Page Profiles, My Plans or TOPS Targeted Outcome Plans) are followed.
- The Key Person may have extra roles as identified within a child's care plan or because of additional funding for an individual child.

To ensure effective practice:

- Each child has a Key Person; however, children also can get to know other members of the team with Early years practitioners working closely together through free flow.
- A Key Buddy system in place, to act as the child's Key Person in their named person is absent.
- Parents are provided with both formal and informal opportunities to speak to their child's Key Person.
- Parents are made aware of our open-door policy to actively encourage them to be part of our nursery.

Other Policies this will link to:

- 3d Transition Procedure Policy

https://fsbath.sharepoint.com/Policies_Procedures/MASTER_Staff_Handbook/Drafts/2023_Policy_for_review/4_April/3b_Key_person_role.docx

Policy drafted by Ann Thurgood, Children's Services Manager
Agreed by the Senior Management Team, 1st September 2010
Updated May 2015 by SMT
Reviewed by SMT May 2017
Reviewed by May 2018
Reviewed by SMT April 2019
Reviewed by SMT April 2020
Reviewed by SMT April 2021
Reviewed by SMT April 2022
Reviewed by SMT April 2023
Reviewed by SMT April 2024