



**MOSSGATE DAY NURSERY**

## **KEY PERSON POLICY.**

A keyperson is appointed for every child when they start nursery.

A Keyperson is a member of staff who takes responsibility for a child within the setting particularly with reference to their personal social and emotional development and in planning for their needs.

The responsibilities of the keyperson are;

- To help settle the child into the nursery.
- To make time available to talk and build up a relationship.
- To provide a suitable role model for the child in term of forming relationship and caring for the environment and others.
- To talk to parents at the beginning and end of sessions, when necessary, to build up partnership and inform them of their child's development.
- To provide for the child's emotional needs throughout their time in the setting. e.g. comforting a child in distress.
- To assess the child's progress in all areas of the curriculum through observations and discussions, and to keep records of their progress.
- To use assessment records to ensure a curriculum is planned for the child, which reflects their culture and developmental needs in all seven areas of learning.
- To feedback information to parents once a term.
- To liaise, in conjunction with parents, with outside professional personnel as necessary.
- We operate a "buddy" system in the absence of the key person. This is either the manager or deputy