

## Policy & Procedures

### Key Person Policy

This procedure was adopted on	Signed on behalf of Miss Daisy's Nursery	Date of review
June 2021	Lucy Caminada	June 2022

At Miss Daisy's Nursery School, we recognise the importance of each child feeling secure and welcome at school. At Miss Daisy's Nursery School each child is allocated a 'Key Person', each child is also supported by all teachers in their classroom. We also fully understand the importance of developing a strong relationship between home and school life, the Key Person will act as the main point of contact for parents/ carers to ensure:

- A familiar person for parents to liaise with
- To share observations from home and school
- To build the relationship between school and home
- To offer support for families when it is needed
- Working together to help the child reach their potential
- Supporting the child to be happy and thrive in their school environment

The following responsibilities are subject to the Key Person being available to care for their key children; in their absence a familiar person will take their place. All children and Key People at Miss Daisy's Nursery School are overseen by a senior teacher who is in charge of each classroom.

A Key Person's responsibilities include:

1. Introducing a new child to their classroom and liaising with parents and carers about the child's individual needs and routines.
2. Developing a secure and trusting relationship with their key child and their parent or nominated carer.
3. To greet and settle each key child on arrival and to ensure that any messages are recorded and passed on to relevant staff.
4. To change nappies, manage toileting and changing of clothes and any other personal needs.
5. To maintain each child's developmental records and observations.
6. To comfort their key child when distressed or in need of support.