**KEYPERSON POLICY**

At Amberley Nursery we realise the importance of each family having a key person, who will take on the following responsibilities; when a keyperson is absent another, familiar practitioner will take on this role:

* Support families with the settling in period, liaising with parents/carers about a child’s individual needs and routines.
* Develop trusting relationships with their key families.
* Greet and settle in key children on arrival into the setting, ensuring any messages are recorded or passed on to relevant staff.
* Where possible the child’s keyperson or co-keyperson will change the child’s nappy, assist them to use the toilet and change their clothes.
* Compile regular observations relevant to the children’s development; update Individual Learning Journals and complete all development records.
* Complete PLODs termly, ensuring each child’s individual needs are planned for, then carry out these activities. Keypeople are to ensure wall planners are completed in advance, ensuring that if they have an unexpected absence there is continuity for the children.
* Being fully aware of their keychildren’s individual needs, including those in relation to EYPP, EAL or SEN; ensuring they are using and recording identified strategies.
* Liaising with the SENCo, DSL and outside agencies as required.
* Offering comfort and support to each child.
* To offer annual family meetings, in person or via telephone. Of course, these meetings may be held more often if the keyperson or family feel there is a need.

As a team:

* To ensure verbal feedback is passed to families at the end of each session; on the under 3 section keypeople will discuss with parents/carers if they would also a daily sheet or communication book.

Policy revised December 2018 Lisa Gray