

6. Key Person Policy & Procedure

6.1 Statement

Wyke Community & Children's Centre operate a 'key person' system which enables the parent/carer and their child to have a special person with which parents/carers can share information about home and nursery life.

6.2 Implementation & Procedure

We will ensure that the key person is assigned to a child by no later than the end of session 2.

The key person has a responsibility to:

- Ensure that the parent/carer and child become familiar with the nursery routine.
- Form a close relationship with the child and care for them as an individual, valuing their ability, culture and religion.
- Observe and plan for the child's interests and work with parents/carers to carry on these interests at home.
- Keep a record of child's development and share this information with parents/carers on a regular basis.
- Help children with personal and social aspects of learning.
- Work with other professionals whenever a child has an additional need and keep other staff informed of any individual planning put into place.

6.3 Roles and Responsibilities

All childcare employees are responsible for ensuring that they understand and follow this policy and procedure.