

## THE ROLE OF THE KEYPERSON

This Policy summarises the arrangements in place within the setting for allocating a Key person to a child. A Key person is a staff member with special responsibilities for the child's welfare, care and learning arrangements and subsequent reviews and revisions:

1. Allocation of a Key person to each new child is an integral part of the procedure for admitting and welcoming the child to the setting.
2. At the Admissions stage, a child is assigned a member of the staff who will become their main point of contact within the setting and who will have special responsibilities for their continued care and welfare. This staff member will be known as the child's Key person.
3. The Key person will closely participate in starting the child's "Care File", developing specific plans of care and educational needs for the child, and in subsequent reviews of these plans.
4. The Key person will undertake basic responsibilities as outlined in section 7 below. These are listed as duties that will be additional to the Keyworker's normal Job Description.
5. After the Key person has been allocated to the child, and once the child has settled in, an informal review is held to assess mutual compatibility of the Key person and the child. In the event of incompatibility or other personality problems a new Key person may be allocated to the child.
6. Key person are listed against children's names on an appropriate Child Register.
7. The following duties are considered to be specific to the role of the Key person and are additional to normal staff duties:
  - 7.1 To establish and foster a relationship of friendship and trust from the child's viewpoint. This will include Home Visits to the child's home prior to starting at the Nursery.
  - 7.2 To get to know likes / dislikes and any special interests that the child may have.
  - 7.3 To be aware of any special cultural and ethnic requirements in terms of food; worship, festivals and activities, particularly those forbidden by religion.
  - 7.4 Where the child is disabled, or has impairment, to help with the child's personal needs as may be required.
  - 7.5 To participate in Open Days / Evenings with parents or guardians and other functions as encouragement for the child.
  - 7.6 To maintain close contact with the child's parents or guardians through setting's Manager.