

Key Persons Policy July 2018

Rewritten:

Research and common sense confirm that young children need a Key person, who they trust and feel secure with, when they are away from their parents / primary carers.

At TOSH Each child attending this setting will be assigned a small Key buddy group. This buddy group will consist of two or three members of staff, who will all make special time for your child to ensure that they build a strong and secure relationship with the, which in turn will enable your child to thrive and make good progress while they attend TOSH

Key buddies, will support children whilst they are at TOSH, they will support the children attending and encourage them to become independent and form other relationships, with other adults and children at the setting. Key buddies, are not intend to make children dependent on them, but will give the child confidence to build relationships with others.

It is necessary to have buddy groups rather than individual key workers, as staff work patterns often do not replicate those of the children attending, so by sharing the children in small groups, we do our best to ensure that there should always be an informed adult available to speak with you about your child at the start and end of each session.

Buddy groups will help to ensure that every child's care is tailored to meet their individual needs.

Key Buddy Group lists will be on display in all areas of the nursery.

Parents / carers will be informed of the names of their child's key

buddy team.

Key Buddy teams will work to engage with their children's parents / carers and to support them in guiding them about ways they can support their children's learning at home.

At least one member of each Key Team should be available to exchange and share information with parents / carers at drop off and collection time and at any other time that the parents wish to engage with them during the working day.

Key Buddies, with the support of the setting SENCO's will help families engage with more specialist support if necessary.

Induction: when a child is due to attend nursery, their parents will be encouraged to visit as often as they would wish to prior to their start date.

Children joining our infant community / and nursery classes then be provided with formal induction dates, which will factor in the opportunity for parents / carers to leave their child for increasing periods of time, until both parent and child are happy and confident about being at TOSH.

Key Buddies, will be identified during these visits, as we often find that children choose their own special adult at the setting, choosing different personalities and qualities. Once your key buddy is identified by your child, you will be informed and introduced to them.

Detailed records will be maintained about your child's development and progress - these records will usually be updated by members of your child's key person

Buddy group. These records will be used to support your child's learning and development and are readily available to children's individual parents / carers at all times.

In addition we will provide you with an electronic record of your child's activities learning on a weekly basis. This record is part of a record which documents your child's learning from their first day's attendance until their last day. If you lose any part of this report, it should be possible for us to provide you with full information at any time your request.

Opportunities for parents / carers to meet their child's buddies to discuss their progress will be provided formally at least once each term - appointments will be made available at a variety of times, for you to come and speak with us to share information.

Daily exchange of information is also encouraged, but often this is difficult because we are talking with a parent / carer, there may be children who need our attention - therefore if you have specific information to share with us other than daily "hand over" info - do please ask if you can speak with us and we will arrange to do so - this may involve parents / carers waiting a couple of minutes, but we hope you will understand this, as the children attending the setting are our priority.

Key buddies, will support children during periods of transition - for example if children are moving from the Infant Community to the nursery room, they will visit with one of their Key buddies and spend time with them in this area of the nursery. They will be fully supported until they are happy and confident in their new environment.

There are generally set teams at TOSH, meaning that children will be allocated with a new Key Buddy Group, when they transfer to the

Nursery Class.

Parents and Carers will be invited to attend TOSH to meet new staff - with the meeting providing opportunities for informal chat and exchange of information.

Please also see other policy documents which link to this policy - **Confidentiality Policy**, **Setting-in Policy**, **nappy changing and toileting policy**, **bottle feeding and weaning policy**, **Rest and Sleep Policy**, **Staffing Policy**.

n.b. it is not always possible for siblings to have the same key buddy group, however when this is possible, this will be done to more fully meet the needs of the family.