



4.1 Role of the keyperson

EYFS: The Safeguarding and Welfare Requirements
3.27

Policy Statement

- At Sunrise Community Nurseries (Sunrise), we know how crucial it is for the first part of the young child's life to have a secure attachment with primary carers, whether this is a parent, carer or a practitioner. It means somebody who will build up a trusting and nurturing relationship and to whom children will refer for support on his/her experiences of discovering a changing reality. The child's secure attachment with primary carers is also linked to the ability to go on and form other relationships.
- We believe that children settle best when they have a keyperson to relate to, who knows them and their parents well, and who can meet their individual needs. Research (namely Bowlby's attachment theory) shows that a keyperson approach benefits the child, the parents, the staff and the nursery by providing secure relationships in which children thrive, parents have confidence, staff are committed, and the nursery is a happy and dedicated place to attend or work in.
- We want children to feel safe, stimulated and happy at the nursery and to feel happy, secure and comfortable with our staff. We strive to provide an environment where every child has the confidence to develop to their full potential. We also want parents to have confidence in both their children's well-being and their role as active partners with our nursery. We aim to make Sunrise a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.
- The procedures set out a model for developing a keyperson approach that promotes effective and positive relationships for children who attend the nursery.

Procedures

In order to make sure that children receive the support to minimise any kind of disruption, we operate an effective keyperson system.

- We allocate a keyperson before the child starts. In some very rare circumstances, if this keyperson and/or child find it difficult to bond, or if the parent forms a good relationship with another keyperson, management can look at changing the keyperson allocation. We respect the child and parent's feelings, but we also have an understanding about each staff's workload, and emotional availability.
- We provide a buddy keyperson so the child and the parents have a key contact in the absence of the child's keyperson and ensuring that the child receives all they need.
- We promote the role of the keyperson as the child's primary carer at the nursery, and as the basis for establishing relationships with other staff and children.



The keyperson is responsible for the following:

- To be involved in the key child's settling-in process, doing their best to ensure the child feels welcomed and has an enjoyable experience, and giving them the reassurance to feel safe and cared throughout their entire time at the nursery.
- To develop a trusting relationship and constant communication with parents/carers to make them feel safe regarding their child's wellbeing.
- To offer unconditional regard for the child and is non-judgemental.
- To act as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- To carry out regular observations on their key children (as well as all other children), and base the weekly curriculum planning around these observations
- To build a strong knowledge of the child's stage of development and create appropriate activities to enhance and scaffold their learning.
- By having a deep-rooted knowledge of their child, to be able to recognise when a child is not meeting milestones and seek support from the nursery SENCo/SEND Champions on targeted support for the child.
- To complete the statutory 'Progress Check at Age Two' assessment when their child is between the ages of 24 and 36 months.
- To encourage positive relationships between children in her/his key group, spending time with them as a group each day.
- To keep all staff and parents informed of children's needs, including sleep, dietary etc.
- To ensure all of their key child's needs are seen to and that all children are safe and happy in their care.
- To support the child in their transition to the next room or new childcare setting such as school.
- To make themselves available to carry out any other duties regarding their key children, requested by the management team.
- To guide parents with strategies in dealing with behaviour and developmental issues that arise. This includes medical and nutritional aspects such as sleeping and dietary. Please see policy **10.3 – Parents as Partners** for further information

Reviewed: January 2023

Next review date: January 2024

Signed on behalf of the nursery:

Mikki Parkes