

Little Cubs Academy
Safeguarding and Welfare Requirements
3.27

Key Person Policy

At Little Cubs Academy, we understand that children reach their full potential by having good home-setting links. Therefore, as part of our philosophy we make sure that every child has their own Key Person.

Our Key Person system enables children to relate to one special adult right from the settling-in stage. Each member of staff has particular responsibility for a small group of children. The key person records basic information about their key children such as sleep times, meal times and anything exciting or notable that happened during the day using our nursery management software.

Records and observations are made and individual needs can be incorporated into the setting's curriculum. The Key Person also maintains links with parents/carers and outside agencies, sharing information on children's unique needs and achievements.

We ensure that our procedures are flexible and aim to allocate children and their families to the most suitable member of staff. We endeavour to ensure the Key Person meets with the parent/carer as soon as is practical to ensure we are able to offer the child the best induction into our setting. We aim to ensure an ongoing ease of communication and a confident exchange of information between the parent/carer and the setting.

Where a child is transitioning from one room to another, Key Persons from each room will liaise together to ensure information is passed on correctly.

It is the Room Leader's ultimate responsibility to ensure this role is covered during a Key Person's sickness or other reason for absence. If a Key Person needs to be re-assigned, this will be in consultation with the parents/carers.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>