



EYFS Requirement

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.26)

Related Policies

Child Protection Policy
Equal Opportunities Policy

Legislation

Working Together to Safeguarding Children
Children Act 1989
Children Act 2004 (Every Child Matters)
Children Act 2006

Introduction

At Stepping Stones each child will have a key person and a secondary key person to cover breaks, holidays and sickness. Key persons will work in the same room as the child. The key person is responsible for updating and maintaining children's developmental records and informing parents/carers of their child's progress.

Children will be given a key person who is going to have most contact with them due to working hours and shift patterns. Staff are generally kept on the same shift pattern to provide continuity for the children.

Our Practice

At Stepping Stones a key person will:

- make themselves known to the child's parents/carers when they come for a visit to the childcare room.
- be made aware of everything about their key child such as, medical history, dietary requirements, emotional or any family needs, through communicating with previous key person and parents.
- share information daily with parents.
- show regard for confidentiality about aspects of the child's personal life, especially at the request of a parent. (Unless it is a child safety issue then inform management.)

- act appropriately and professionally when sharing concerns with parents about health, development or other issues.
- hold some continuity between home life and nursery life to ensure a child feels secure.
- know the child's likes and dislikes and personality traits.
- be in tune with the child's feelings and moods. Allow the child to express his/her feelings without diverting attention or denying them this right to their individuality.
- make parents aware of when their child's key person is on leave and to feel free to approach other team members.

Parents and Carers

Parents and carers will be informed when they sign up their child who their key person will be and it is displayed in the child's room. If a parent/carer wanted to change their child's key person, then we would discuss with them their reasons for the change. We would change the child's key person on request and it would be dealt with in a sensitive manner.

Children

At Stepping Stones we work the shift patterns so that every child has their key person available either when they arriving at the setting or when they are leaving at the end of the day, this is to ensure that the key person can have communication with parents and carers. Where possible the key person is responsible for personal care routines such as nappy changing, meal times and sleep times for their key children.

This policy was reviewed in; May 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; May 2015