



Ducklings Childcare

Key Person Policy:

At Ducklings Childcare Ltd we recognise that parent/carers are by far the most important people in the lives of their children. We see that it is of vital importance that there is an identified member of staff that both the child and parent/carer can develop a close professional relationship with, which allows warm attachments to develop and gain continuity, security and significance to their present lives.

The key person is the first person that the child learns to relate to in the setting. In time they build relationships with other staff members working in the Nursery. The role of the key worker is to develop with both the child and parent/carer a trusting, caring and sensitive relationship.

The key worker will build an emotional attachment with each child in their group. They will know their individual routine as well as their likes and dislikes.

The key person takes on many important functions such as easing separation from parent/carer, meeting the individual needs of the child, relaying information to parents, assessment and record keeping.

Your child's key person is also there to answer any questions or concerns you may have alongside senior staff.

Key Person Approach:

Makes sure that, within the day-to-day demands of Ducklings each child feels special and individual, cherished and thought about by someone in particular while they are away from home.

Ensures that the child will experience a close relationship that is affectionate and reliable.

Ensures that parents have the opportunity to build personal relationships with 'someone' rather than 'all of them' working at Ducklings.

A Key Person is someone who:

- Forms a unique and special attachment with a child and his/her parents
- Is a warm reliable and consistent significant other in a child's life outside of the home
- Is professional in their relationship with the child's parent/s



Ducklings Childcare

- Works in partnership with the child's parent/s
- Supports the child as they settle in, transition to a new learning environment, and during other significant changes in their life e.g. new baby, going to hospital
- Is the main conduit of information flow between the parent and Ducklings, especially in relation to the child
- Is the main person who for babies and young children in particular, changes the child, settles the child into and out of sleep, feeds the child (young baby), seats with his/her key children at family style mealtimes, comforts the child when unwell or distressed, supports the child during significant changes in their life
- Maintains the child's profile, assesses the child's learning and meets with the parent/s regularly to discuss progress, celebrate learning and development and plan for learning.

A Key Person does not;

- Work exclusively with his/her key children. The whole team works with all of the children. Observations are undertaken by the whole team and shared with Key Persons.