Key Person

At Bovan Creek we pride ourselves on our strong Key Person system, ensuring each child has an assigned practitioner to support them both physically and emotionally in their learning and development, always meeting all of their needs. The role of the key person is to be the child’s main career in their parents absence, supporting them throughout daily activities, care routines and all stages of learning. The ‘attachment theory’ highlights the importance of a child's emotional bond with their primary caregivers, expressing how this can shape future experiences and be of such benefit to them all the way into adulthood.

**Key Person Approach:**

* At the time of enrolment children will be assigned a Key Person, at time of appointing children’s sessions and staffs working patterns will be considered to ensure consistency.
* The assigned Key person will support both the child and family during the settling process, liaising with parents to find out all relevant information to ensure quality care and forming a positive relationship with the child.
* The key person will explain the buddy process parents in their absence, introducing the buddy person to both the parents and child.
* The key person is responsible for ensuring a child has all pegs/ place cards/ name labels displayed within the room as required
* The key person will strive to form positive bonds with the child in age appropriate ways, taking their stage, ability, likes and interest into consideration whilst supporting both their physical and developmental needs.
* The key person is responsible for completing a child’s daily diaries, developmental assessments and planning in relation to child specific activities
* The key person will remain the main point of care, and contact for the child whilst at the setting, being responsible for greeting, handovers and care routines throughout the day
* The key person will carry out in depth handovers at the end of sessions, making parents aware of all relevant information, updates and or changes whilst keeping informed with the child’s home life, routine etc.
* The key person should encourage a good partnership working with parents to ensure the best outcomes for the child
* They key person will support the child during any transitions within the setting, such as moving rooms. They are responsible for ensuring all required information is shared between rooms, providing consistency and quality care.

**Setting support:**

* Management will provide training to develop Key Person skills as required
* Management will provide adequate resources and opportunity for parent partnership events, eg: parents evenings, hosting activity mornings etc
* Room leaders and more senior practitioner will guide/ buddy newer or less experienced/ confident staff, to support them with the development of the ‘Key person’ role

**Documentation for reference:**

* Section 1 Learning and Development Requirements
* Learning and Development Considerations 1.16
* Section 3 Safeguarding and Welfare Requirements
* Introduction 3.1
* Key person 3.27
* Information for parents and carers 3.74
* Information about the provider 3.77