

## **Key Person**

- Each child will be allocated a key person. This is not always the member of staff that initially bonds with the child when settling into the nursery as stated in the admissions policy.
- The key person will be responsible for overseeing the care and education of that child for a set period of time.
- It is the responsibility of the key person to ensure that the child has a full and varied learning program.
- The key person must give the child the opportunity to be involved in all activities and forms of play.
- The key person is responsible for monitoring and recording the child's progress.
- It is the responsibility of the key person to relay relevant information about the child's day to the parent.

In the event that a child's key person is absent through sickness, holiday or training, another member of staff will act as his/her temporary key person. That member of staff will be one that is familiar with the child, having knowledge of their development and will report back to the key person upon their return.