

# Key Person



Kabuki Child Care Centre acknowledges that parents/carers are their child's first educators. When a child starts attending Kabuki, they will be allocated a key person.

The key person will be responsible for carrying out observations and assessments and recording these in your child's own learning journal via our online app, 'Parent zone', as well keeping a paper tracker of the EYFS. Parents are encouraged to access the learning journey regularly and we welcome input from parents / carers to add their own activities completed whilst at home. (if you need support in how to do this please ask)

The key person will be available as your first point of contact. You will also meet with your child's key person throughout the year at regular intervals. You are welcome and encouraged to speak to your child's key person at any time.

If your child's key person is unavailable, then we operate a key buddy system. You will receive notification of who your child's key person is by letter when they start at nursery, the letter also details the key person buddy. (This letter has photographs of the key person and key person buddy to help you to identify who they are.) Key buddies are useful as they work alongside each other in teams and are available to care for your child when their key person is unavailable, due to training, days off, sickness and annual leave.

**Please note that your child's key person will carry out observations and be responsible for the overall development of your child, however, all of the nursery team record observations and add information to Parent zone. A minimum of 1 observation per child per month is required alongside planned activities. Observations will be uploaded to Parent zone and childrens journals when the key person has their 'time out'.**

## Key person responsibilities

- Settling in sessions following initial visit
- Ensure the All About Me booklet has been completed and returned to nursery
- Completing an on-entry observation when the child has settled
- Inform other staff members of any dietary requirements or additional needs and record / display appropriately (i.e. kitchen / office areas)
- Keep records up to date- Examples of information which must be recorded are; online learning journals, safeguarding concerns, significant changes in family circumstances, significant behaviour changes or health concerns
- Monitor, maintain and carry out developmental observations and records
- Liaise with other professionals as necessary
- Support parents / carers with the education and care of their children by offering advice and guidance regarding parenting / developmental issues

- Prepare transition reports for parents / carers and the new setting
- Pass the learning journal file to parents in order for it to be passed to the new setting

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>01/09/23</i>	<i>H.Pooley</i>	<i>30/08/24</i>