



Our Key Person

Hebden Lodge Nursery

A key person has special responsibility for a particular child. The key person will work with the child and his/her parents/carers to ensure the child's care and educational needs.

If a child is nervous or worried about attending the nursery, the key person (in consultation with the manager) may arrange with parents to visit the child at home. The key person's aim is to ensure the child is happy and feels secure at Hebden Lodge Nursery and to observe, encourage and extend the child's learning experiences.

Ideally, the key person should stay with the child throughout his/her time at Hebden Lodge Nursery. Due to parents changing sessions at nursery, it is not always possible to retain the same key person. The child is allocated to a member of staff who attends most of the child's sessions.

Main duties of a key person:-

- To provide for the emotional needs of the child, to comfort and reassure.
- To care for the child.
- To contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values.
- To liaise with parents/carers.
- To observe the child's progress and with parent's/carers permission, keep records of their child's interests and development.
- To meet the parents/carers at the beginning and end of each term as parents require, 2-year-old checks and at other times when required.
- To be available to speak to the parents/carers at the beginning and end of sessions.
- To liaise with the other settings on the progress and the welfare of the child.
- If necessary, to liaise with the allocated member of staff who is responsible for Child Protection.
- To liaise with the parents/carers and Special Education Needs Co-ordinators if there is any concern such as language, hearing or other areas.
- The key person will ensure parents/carers are always contacted about any concerns involving their child.
- The key person will respect confidentiality.

The key person is always aware of being a member of Hebden Lodge Nursery team of staff and will work with, care for, look after and be responsible for other children attending sessions in addition to his/her key children.