

# Key Person & Significant Other Policy

Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn. Everyday care routines can provide special times to build secure attachments which underpin healthy, social and cognitive development.

It is a statutory requirement of the Revised EYFS:

'Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents'. (EYFS 2017)

A child's key person will meet the needs of individual children in their care and respond sensitively to their feelings, ideas and behaviour, displaying genuine empathy and respect. A child's key person will be allocated following the settling in/bonding period – See Induction Policy in response to the development of a child's attachment to an adult within the play area.

## **Key Person Responsibilities:**

- To facilitate an attachment with the child and develop a warm relationship of mutual care and respect with the family.
- Carry out intimate care routines and other routines throughout the day to meet individual need. For example toileting, sitting together at meal times.
- Assign time daily to carry out activities with the child. For example, small group time or sharing a book together.
- Observe, record and assess individual developmental needs.
- Maintain the child's electronic profile and track development in order to ensure planning meets individual needs.
- Hold regular review meetings with parents / carers
- Understand and maintain mutual respect for the parent as the child's primary carer.
- Ensure provision of daily information is recorded and/or conveyed accurately to parents/carers
- Support and implement secure transitions throughout the centre.

# Key Person & Significant Other Policy

A 'Significant Other' will be allocated to each child. This person will adopt the roles and responsibilities of the key person in their absence. The identity of this person will be clearly identified in the play area.

<b>This Policy was adopted on</b>	10 <sup>th</sup> July 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	10 <sup>th</sup> July 2018