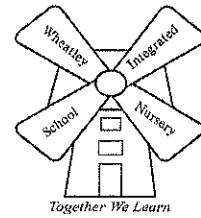


John Watson School



Wheatley Nursery School

Key Person Policy

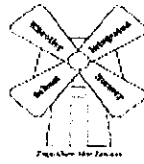
The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted the model policy of Oxfordshire County Council.

Signed by Sarah Simmonds and Sarah Coleridge, Joint Chairs of Governors.

Date: 23rd January 2018

Review date: 23rd January 2020

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).



Wheatley Nursery School **Key Person Approach Policy**

In Wheatley Nursery School we are committed to the Key Person Approach because we believe in the well being and education of the "Whole Child"

We aim to:

- Ensure transition into nursery and to next setting is smooth.
- Meet the individual needs of all children.
- Plan and provide experiences which are appropriate to each child's stage of development.
- Ensure that children feel happy, secure and confident to explore, try new things and learn.

In order to meet the guidelines and legal requirements set out in the EYFS Statutory Framework that is given legal force under the childcare Act 2006 section 40 from September 2012 which says that;

- Ø 1.11 Each child must be assigned a key person (a safeguarding and welfare requirement - see paragraph 3.26). Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.

For Children: The Key Person develops a close relationship with them that is safe, caring and reliable. The Key person will listen to them, share experiences, support them and understand their emotional state at various times.

For Families: The opportunity to develop a personal and professional partnership with the Key Person to ensure that all their child's needs can be met. The Key person will support parents with worries, decisions and transitions and also be the first point of contact for all communications, including concerns and celebrations of achievements.

For Practitioners: The Key Person Approach is an intense commitment, which needs recognition and support from colleagues, managers and the headteacher. They are entitled to time to discuss worries, concerns and individuals with a manager and time to be with parents and children.

For SMT and Governors: The KPA will be supported financially, by providing regular PPA time and appropriate cover. Time will be prioritised for support, guidance and training. Policies will support the approach.

Organisation:

A key person will be the first point of contact for the whole family and will work in partnership with another keyperson to ensure consistency. Nursery will provide time for home visits, which should be prior to the child attending nursery. They will offer 1-1 meetings with parents 3 times a year at parents evening, daily Key Person groups, regular contact with main carers, time for discussions, planning and assessment. We also aim to host social events such as Harvest Supper.

Home Visits:

Provide parents with an opportunity to ...

- meet their allocated Key person in your home where you are all most comfortable.

- discuss thoughts, feelings, worries and expectations during their time at nursery.
- share information about the child, family, life and experiences.

Provide staff with an opportunity to ...

- to build a professional relationship and get to know each other.
- To get to know the whole child.
- to ensure that the child's transition from home to nursery is successful and smooth.

Organisation of a home visit:

Prior to Home Visit – Discussion with Local HV about known families on waiting list.

Last about 30 – 60 mins to allow time for:

- Informal discussions with parents and children
- A questionnaire to be filled in by the Key Person.
- Questions and explanations about nursery routine and Parents as Educational Partners Pack etc.

This policy has been written in regard to and supports all other Wheatley Nursery School Policies, in particular the Early Years Policy.

Written by: Debbie Ball -