

At the Teddy Bears Inn Day Nursery, we are committed to a strong key person approach. All children will be assigned a key person, this person will be there to fulfill all the children's needs (see below) and to provide a secure base to explore the world from. The key person will also be committed to effective communication with the family.

The responsibilities of the key person are to:

- Developmental record keeping- Learning Journals or I.E.Ps if appropriate.
- Make firm relationships with parents.
- Make firm relationships with the child.
- Planning developmentally appropriate learning opportunities.
- Evaluation and reflection of their key group's day.
- Handing over information to parents at the end of the day. Including getting a signature for medication or accident forms.
- Being responsible for the physical and emotional needs of their key children, including rest and toileting.

As a small nursery we are very aware that at some points of the week or day it may not be possible for a child to have access to their key person. In order to help the children, cope with this each child will be allocated a supporting key person (key buddy). If for any reason due to, for example, illness this is not possible the next most familiar practitioner/senior manager will carry out the child's needs.

We at the teddy bears inn are endeavouring to help children thrive, develop and keep safe and believe that a key person approach is essential to do this.