

Each child will be assigned a key person on enrolment to the nursery. The key person should be introduced to the parent/carer in the settling in stages.

The responsibilities of the key person are to:

- Developmental record keeping- R.O.As or I.E.Ps if appropriate.
- Making firm relationships with parents.
- Making 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 there 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).

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 for this.