

**TINY HORIZONS DAY NURSERY**

**KEY PERSONS POLICY**

At Tiny Horizons Day Nursery, we are committed to promoting the welfare and development of each child. Each child after their two-week initial assessment report has been completed is allocated a member of staff in their room to be their key person. The key person's role "is to help ensure that every child's care is tailored to meet their individual needs" (EYFS, 2012).

Where possible, a child's key worker is the member of staff who the child has developed the best attachment with, within two weeks of the child starting his/her sessions. A key person's board is located in all three rooms.

All parents are informed of their child's key person. The key person establishes a trusting relationship and builds upon this in order to support parents in guiding their child's development at home, as well as at nursery. The key person will also help the family to access more specialist support if necessary.

The key person is responsible for conducting each child's observations, two-year progress checks and progress summaries.

**Policy amended in August 2016**

**Policy review date August 2017**

**Signed on behalf of Tiny Horizons Day Nursery.....**