**The Role of the Key Person**

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Here at Foundation Years Nurseries we place great emphasis on the relationship between your child and that special member of staff.

Your child will be assigned a key person when they first start at nursery. However, within the first four weeks of your child starting nursery, each staff member within your child’s room will observe to see which member of staff they begin to build that special relationship with. It is from these observations that it will be decided which member of staff will be your child’s key person.

Your child’s Key Person will become an important person to both you and your child.

He/ She is someone who:-

* Will be a familiar person to you both
* Will be someone for your child to build a special relationship interest/bond with.
* Will be responsible for the care routine of their key children, e.g. nappy changing, toileting, feeding a baby or sitting with key children at mealtimes etc.
* Will be there to answer any questions or deal with any worries or concerns you may have
* Will co-ordinate any information about your child’s individual needs
* Will share your child’s progress, both informally and formally
* Will be responsible for recording all relevant information on your child’s personal file and portfolio ( of which you have complete access to)
* Will be a vital link between you and your child, to ensure and maintain consistency and continuity of care.
* Each child will also have a secondary key person who is another familiar member of staff in their unit.