

The Role of the Key Person

WHAT IS A KEYPERSON?

DEFINITION

- A [key person](#) has special responsibility for a set amount of children. Parents and children will always know the name of their key worker. This will be given to you at the start of your child's first term.

AIM

- A [key person](#) will ensure that your child's needs are recognised and met at each session.

MAIN DUTIES

- To help your child settle at our Nursery.
- Talk with the parents about their child.
- Keeping an extra special eye open to how your child is settling during the first couple of sessions.
- Assisting the child to integrate into the group if necessary.
- To provide emotional needs to your child if required.
- To make sure if with carers and parents that the child's race, culture, religion, language and family values are being met.
- To observe, keep records and monitor the child's progress and talking and encouraging parents to participate in their child's development.
- To feed back information that might be important to parents or any worries the key worker has come across.
- To continue to respect that the parent and child's information is remaining confidential.
- To work in conjunction with the parents in a statutory and professional manner.

IT IS IMPORTANT TO NOTE THAT A [KEY PERSON](#) DOES NOT

1. Shadow the children throughout the session.
2. Only work with the key children they have been given.
3. Prevent other adults from developing a relationship with the key children they have been given.

WHAT IS THE ROLE OF A "BUDDY"?

- Each key person has an assigned Buddy who will take on the Key person's children in their absence and ensure that individual needs are recognised and met.