

## **PARENT/CARER POLICY** **KEY PERSON SYSTEM**

The nursery operates a keyperson system which means that your child is allocated a special member of staff within the nursery who will monitor your child's development and progress. Each keyperson will have a buddy, who is another adult within the room who is able to take over the care learning and development of the child if the keyperson is not in that day. Records, development charts and profiles will be kept so that staff, with your help and co-operation, can set appropriate learning goals and next steps for your child.

The keyperson system enables parents and staff to communicate fully in the sharing of information about your child's development and welfare, thus providing secure, consistent care for your child. It is a good idea to inform your keyperson of any important or relevant information regarding your child or of any changes that may occur in their life which may have an influence on their development, feelings or general care.

Your child's keyperson will keep a confidential file which will contain your child's developmental progress records and charts, essential information and examples of your child's work. The file will be kept in the nursery and will be available at any time for you to look at or discuss with your child's keyperson.

If you need to know anything further about our keyperson system, please do not hesitate to ask.