

# Little Rainbow Nursery

## Key Person

As a child's key person you are responsible for the care of that child and to make sure you offer the child and the family all the support you can.

You should immediately familiarise yourself with the child and introduce yourself to the child's parents or carers. A child will usually feel more at ease in the nursery if they can feel close to at least one adult.

You should help them settle into the nursery by constantly talking to them, holding their hand, giving hugs when needed etc.

A key person is responsible for making sure that a child's

- Nappy is changed regularly.
- Toilet training is consistent.
- To make sure the child is clean, tidy and appropriately dressed throughout the day.
- Progress is being monitored.
- Keeping records of observations of a child's progress.
- Medicine is administered at the right time.
- Maintaining a child's work folder (work is current and consistent, check assessment are up to date, file kept in order so that when looked at by parents/carers it is organised and easy to access.
- To ensure parent/carers receive copies of assessments, report etc.

This policy was adopted on: April 2022

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