



## **Redcastle Family School: Key Worker (Pre-school and Nursery)**

<b>Formally adopted by the Governing Body of:</b>	<b>Redcastle Family School</b>
<b>On:</b>	<b>January 2026</b>
<b>Signed by Chair of Governors:</b>	<b>Heather Pringle</b>
<b>Last updated:</b>	
<b>Review date:</b>	<b>Annually</b>

## **Key Person Policy**

At Redcastle Family School we understand how important the relationship is between the children in our care and the adults that look after them. Every child needs that one special adult in the setting to respond to their needs. The relationship between the young child and their parent/guardian is the most important, however when the parent/guardian is not present there must be another adult that the child can rely on for care, love, attention and learning.

With this in mind the following will be adhered to:

- Every child will be paired with a practitioner that will be responsible for the child's individual well-being and education. Each child will also have a second key person. This is known as the buddy system. Room leaders may take on this role when small numbers of children are involved. However, with larger groups of children the room leader will organise her team to make sure that all the children have a second key carer (buddy). This means that the child always has an adult that is familiar to them while in the setting. The "buddy" will be available for the child when the key person is on annual leave, attending training sessions or unwell.
- Children often select their own "special adult" in a childcare setting, therefore at Kids Play we embrace and support this if, and when it happens. This means that the key person allocated before the child joins us will change depending on the needs of that child. Our staff understand that this is not personal and our emphasis is on respecting the child as an individual and meeting their needs at all times. The parents will be kept fully informed of changes so that the relationship between key person, child and parents continues to flourish.
- The key person will support the child during risky activities to gain understanding of the child's developmental levels and understanding.
- The key person will be the first point of contact for the child's parents and extended family and wherever possible will be present for drop off & pick up. However, the room leader and manager will be accessible to speak with parents too. We operate an open-door policy.