

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

Associated Policies:

*Parent and Carer Partnership*

*Admissions*

*Learning, Play and Care*

*Safeguarding and Child Protection*

The safeguarding and welfare requirements section of the Statutory framework for the early years foundation stage (EYFS)2017paragraph 3.27 states that:

*Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.11 quoted above), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.*

The primary role of the key person should be to meet the physical, emotional and cognitive needs of each child to ensure their developmental and welfare needs are met. The key person should form a close working relationship with the parent or carer in order to assist and support with settling and transitional periods.

BSUH NHS Trust nurseries are committed to providing all children with a happy, settled and safe environment. To ensure a child and his/her family feels welcome, secure and valued during their time within the nurseries a 'Key Person' is allocated.

Our Aim

- A specific member of staff is assigned to each family and is responsible for introduction of the family to the nursery and overseeing the settling and initial information gathering process.
- We promote the role of the Key Person as the child's primary carer in the setting and the main point of contact for the parent or carer. The Key Person is to develop a good communicative relationship to ensure the interests and welfare of the child is met.
- The role involves making observations, assessments and keeping records of the children's development and sharing this information with the parent or carer and other professionals.
- The Key Person offers unconditional regard for the child and is non-judgemental.
- The Key Person takes the main responsibility for the health and wellbeing of their key children.

- The Key Person makes a special relationship with the child to help ensure that the nursery is a worthwhile and happy experience for them.
- Key person will also observe other children through play and meet their needs.
- Other nursery staff will inform the named Key Person of any concerns regarding a child if appropriate
- A second key person is introduced in the rooms so the child and parent or carer has a key contact in the absence of the main Key Person.
- The Nursery Manager or Deputy Nursery Manager is available throughout the day if you have any concerns or queries.

**Please note for general nursery information this can be given to any member of staff**

Reviewed and Written 22<sup>nd</sup> September 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager