 **Beech Tree Childcare**

Getting to know your Key Person

The key person role is to help ensure that individual needs are met by:

* Spending time getting to know your family and building up a relationship of trust with you – ‘The Triangle of Care’.
* Spending time listening to what you have to say about your child and using this information to ensure they have the best possible time at nursery.
* Attending to your child’s feeding and care routines with support from the buddy key persons.
* Ensuring that they develop a sound knowledge of your child’s interests and needs through observational evidence both from home and at nursery and spending unique time together with your child.
* Planning activities and providing resources that are appropriate to challenge and stimulate your child’s unique learning and development.
* Becoming a familiar face and a significant person at the nursery for you and your child.
* Passing on information to other educators in the setting to feedback to yourself if they are not present when you come to collect your child.
* Monitoring your child’s progression and achievements and sharing information.
* Keeping up to date records and information in partnership with yourself to build upon your child’s unique story in their ‘learning journey’.
* Where necessary, reassuring and sharing information with you and signposting you to sources of help and advice.
* Supporting you and your child through transitions within the setting.