**The Key Person System**

This is a strong system that allows each family to create a connection with specific members of staff at the nursery. This member of staff will be responsible for the day to day care of your child as well as observing the progression and development they make. Your child’s key person will be based in their room and will have experience with working with that age group. All our staff understand how important it is to form a secure bond with you and your child in order to allow them to thrive.

Throughout the settling in progress you are able to get to know the key person well, they will help you and your child to get to know the setting as well as our routine. During the settling in progress your child is able to develop a genuine close bond with their key person and they will make sure that their care and personal needs are recognised and adhered to at all times.

The child’s key person plays many vital roles in caring for your child especially providing comfort and reassurance as and when needed as well as finding out any circumstantial changes to ensure their information is always up to date. But they also observe and assess your child to ensure that their learning journal and any other developmental information reflects your child accurately. This also includes planning the next steps to ensure that they are providing new experiences to progress the child’s skills further. Furthermore, the key person will ensure that your child’s language, race, culture, religion and family values are always taken into account and are respected.

During your time at The Green Cave Day Nursery your child may have a few changes of key person due to moving into a different room or a member of staff leaving however we try to keep this to a minimum as much as possible to ensure it doesn’t disrupt your child’s learning. One benefit of our nursery being smaller is that each member of staff gets to know each child, this then means should we need to change your child’s key person we will choose who has the better bond with the child to keep the transition as smooth as possible without much disruption.