



Key Person and Sleep Policy

Once a child registers with the school and day care it is our policy to allocate each child a key person and a secondary key person. Staff are fully aware of the implications which major life changes can have on a child, so we try to make a child's experience in starting as positive as possible.

Key persons in our setting are vital, they are the main link to a family and help to ensure that staff and parents work together so that the child received the best care for their individual needs. The role of the secondary key person is to support the child and family in the absence of their key person. At times allocated key persons may change due to a child's preference to another staff member, staff skill and experience or staff movement.

The key person is responsible for:

- Inducting a new child and parent/carer.
- Where possible carrying out intimate care duties such as nappy changing, toileting training and administering medication.
- Ensuring a children's development is observed and recorded by using observation and monitoring processes.
- Following a child's interest to ensure relevant activities are planned and carried out to extend the child's development and learning.
- Regularly liaising with parents/carers.
- Holding key person meetings with children's parents/carers.
- Ensuring transition meetings are held when a child is moving settings or to school.
- Addressing any worries or concerns a parent/carer may have regarding their child's care, development and health.
- Completing any recording required for safeguarding other agencies.

The relationship between you and your child's key person is very important for all concerned.

The importance of sleep and rest

We believe that sleep and rest are important for children and each child's individual needs are met at all times. If children become tired or need to rest they will have the opportunity to do so to allow them to experience the best possible learning outcomes.

Safe sleep and napping practices reduce the risk of sudden infant death syndrome (SIDS) and the spread of contagious diseases. In order to maintain safe sleep practices, the following procedures will be followed:

- All children will always be put to sleep on their backs. It is advised that side sleeping is not as safe as back sleeping. If a parent/carer requests that their child is to be put to sleep in a position other than on their back this must be provided in writing and will be placed in the child's file.

- All children wanting to sleep will be placed on a sleep mat and will not be placed in a position that exposes them to overheating e.g. next to a radiator or near a window on a hot sunny day.
- Each child will have their own sleep mat sheet and blanket and this will be washed weekly.