



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

# Little Oaks Nursery: Key Practitioner Policy

<b>Date</b>	<b>July 2024</b>
<b>Review Date</b>	<b>July 2025</b>

## Approach

The Key Practitioner Policy ensures that every child in Little Oaks Nursery receives consistent, personalised care and support. The Key Practitioner system strengthens the relationship between children, their families, and the nursery practitioners, promoting a secure and nurturing environment for early learning and development.

At Little Oaks, all our nursery practitioners share a collective responsibility for the safety, care, and education of your children. Our Key Person Approach enhances the ways we work in partnership with our families to meet the individual needs of every child in our care.

## Introducing the Key Practitioner

A Key Practitioner is a dedicated member of our nursery team, assigned to each child. The Key Practitioner's role is central to fostering a secure attachment, understanding the individual needs and preferences of each child and providing tailored support and development opportunities.

Each child will be assigned a Key Practitioner upon enrolment, considering the child's age, developmental needs, and personality. Families will meet their assigned Key Practitioner during the settling sessions, where they will have the opportunity to complete an "All about Me" form. This form helps the Key Practitioner to understand the child's interests, needs, and routines.

## Objectives

- To provide each child with a designated Key Practitioner responsible for their individual care and educational needs.
- To ensure that families have a consistent point of contact within the nursery.
- To promote a secure attachment for each child, supporting emotional and social development.
- To observe and assess each child's progress and ensure their development needs are met.
- To ensure senior practitioners oversee and support other staff members in their key work responsibilities.

## Key Practitioner Commitments

- ✓ **Primary Care and Communication:** Act as primary, but not exclusive, point of contact for families. Providing consistent care and attention to the assigned children, including feeding, changing, and comforting.
- ✓ **Team Work:** work closely with other staff members to ensure continuity of care and support, especially during absences or changes in staffing; other staff members are also available to support and address the needs and concerns of families.
- ✓ **Building Relationships:** Form a strong, supportive bond with the child, helping them feel secure and valued. This relationship is vital for the child's emotional and social development.
- ✓ **Observation and Assessment:** Regularly observe and document each child's development, learning, and behaviour. Maintain accurate records, including statutory development check requirements, and share these with families during progress meetings. Progress meetings may happen more frequently but will always take place as children move through significant milestones as follows:
  - 24 months
  - 30 months
  - 36 months
  - 42 months
  - 48 month

- 54 months
- ✓ **Planning and Implementation:** Contribute to the planning, implementation and adaptation of activities tailored to the individual needs and interests of each child.
- ✓ **Special Provisions:** Intervene early where there are development or progress concerns, by seeking advice from senior practitioners and the wider school team and following the expectations and guidance set out in the nursery SEND Policy.
- ✓ **Transition Support:** Support children during transitions, whether within the nursery or when starting school.
- ✓ **Senior Practitioner Support:** Receive guidance, mentorship and support from senior practitioners to ensure high standards of care and effective key work responsibilities.
- ✓ **Training:** Be proactive in identifying and discussing their training needs with senior colleagues; ensuring planned CPD opportunities enhance their skills and knowledge in early childhood care and education.

### **Family Commitments**

- ✓ Share relevant information about your child's needs, interests, and any changes that might affect their well-being.
- ✓ Inform the Key Practitioner of any concerns or issues promptly to ensure timely support and intervention.
- ✓ Be respectful to practitioners at all times, understanding that longer conversations need to take place away from busy collection and drop off times.
- ✓ Attend scheduled meetings and discussions with the Key Practitioner to discuss your child's progress and development.
- ✓ Use a positive language and tone, when discussing progress and concerns.
- ✓ Contact Key Practitioners, through the office email ([office@mileoak.brighton-hove.sch.uk](mailto:office@mileoak.brighton-hove.sch.uk)) and via nursery management, should a query not be addressed during busy transition times or if a longer conversation is required.
- ✓ Pay attention to messages shared through school Ping and provide timely responses, and or actions, to any information required.
- ✓ Consult and follow our Complaints Policy in necessary situations.

### **Monitoring and Review**

- The Key Practitioner Policy will be reviewed annually to ensure its effectiveness and alignment with best practices in early childhood education.
- Feedback from staff, families, and carers will be used to inform improvements to the policy and its implementation.

### **Agreement Acceptance**

By signing this agreement, families acknowledge and accept the terms outlined above, committing to a partnership with Little Oaks Nursery to support their child's development and well-being.

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**Family Member Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Nursery Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Key Practitioner Policy and Family Agreement aim to create a collaborative, supportive, and transparent environment for the benefit of the children in our care. If you have any questions or require further clarification, please do not hesitate to contact us.