



Buddy System Policy

All staff are responsible for their own key group of children during their time within the Nursery.

Due to staff shifts staff are not always available to speak to parents either at the beginning or the end of the day. To ensure that all parents receive the highest standards of care for their child, staff at Little Professors Nursery will work with a Buddy system.

The buddy system is designed to ensure that continuity of care for all children, and parents, therefore staff must ensure they follow the following procedure:

- Staff must welcome their own, and buddy's children in a morning and ensure that all messages are passed on to the child's keyworker.
- Staff must ensure that before they leave for the day their buddy is fully informed as to how their children have been and any messages for their parents.
- Staff must greet the parents of theirs and their buddy's key children of an evening, and spend some time with them at the end of the session to inform them about their child's day.
- Staff must ensure that any evening messages from parents are noted in the message book for the staff on the early shift.
- If a member of staff is off sick or on holiday the child's buddy must ensure that they continue with their individual planning, and carry on working towards each child's individual targets.