



Key person policy

What is a key person?

A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with the child's parents or carers. The key person has special responsibilities for working with a small number of children. The key person system helps build and develop positive relationships with children and between parents, carers and staff.

Meeting the requirements of the Early Years Foundation Stage (EYFS):

- Each child will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within it, and develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship. The key person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas
- A child's patterns of attendance will be considered when appointing a key person
- The nursery will identify a key person by name and photographs on display in each room
- Provide parents with written communication of who their child's key-person is
- Every child's parents will be introduced to their child's key-person during settling sessions

The key person will;

- Help the child to feel known, understood, cared about, and safe
- Actively build positive relationships with clear lines of communication between children and their families
- Observe and plan for children's likes, interests and individual needs
- Ensure that children's physical needs are met sensitively following nursery policy and procedure
- Develop a secure and trusting relationship by learning key words in a child's first language, or acknowledge their sounds and gestures
- Share the child's 'learning journey' regularly with parents, and value their written or verbal contributions
- Support a child through transitional periods when changing nursery rooms or starting school, and during key milestone periods
- Develop trust to enable children's independence
- Plan for all shared communications and transfer of documents when transition to a new key person or setting/school is due

The nursery will;

- Gather the wishes of families when allocating key children
- Ensure key-persons have regular time to complete observations, assessments and communication with parents and families
- Provide regular support for key persons with their supervisor, or during staff meetings to ensure that there is time to reflect on issues or concerns of children and their families
- Hold 3 parent's evenings a year using an appointments system to ensure that every family has time for discussions with their assigned key person
- Ensure a 'supporting key-person' is assigned to each child and their family to ensure continuity and consistency in the absence of the usual key-person