



Nursery Key Person Policy

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Abstract: This policy sets out the role and responsibilities of the key person assigned to a children within Lent Rise nursery.

Approved by: Mrs M Young
Chair of Governors

Approved by: Mrs J Watson
Headteacher

Last reviewed on: 15/01/2024

Next review due by: 14/01/2027

Policy number: LRS0123

What is a key person?

In order to ensure every child in the nursery is given the appropriate level of attention and care, a key person is appointed for each child. 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 that child's parents or carers. The key person has special responsibilities for working with a small number of children and helps build and develop positive relationships with children and between parents, carers and staff.

The key person is the parent's initial, but not exclusive, point of contact with the nursery. Other staff will also maintain contact as it is unlikely that the key person will always be on duty every time a child is brought to or collected from the nursery.

Management of key persons

All staff working in the nursery classroom are required to assume key person responsibilities. The Nursery Lead supported by the Assistant Headteacher for the EYFS, will oversee the key person responsibilities of the staff in the classroom. The Assistant Headteacher will monitor children's records of development and learning under the EYFS framework and ensure they are updated regularly and to an appropriate standard. The Nursery Lead is responsible for ensuring fair and even distribution of key person responsibilities and will monitor at regular intervals each key person's assigned children.

Principles

This policy will provide staff with a framework in which to operate the nursery key person system. It will define for staff the roles and responsibilities of a key person and how those roles and responsibilities translate into practice. By sharing with and gathering information from parents/carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child's individual needs. The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/carer.
- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children into the nursery.
- To plan and provide a range of stimulating and age-appropriate activities for key children to assist with their learning and progression.
- To continually assess key children and relate the assessment to the EYFS framework.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.

The role of the key person

- The key person will help to ensure their key children feel safe, secure and confident, if they are to develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- When a child settles into a new room, the assigned key person will perform a baseline assessment of that child.
- The key person is responsible for a group of children, but as a member of a room the key person is also responsible for all the children in their care.

- To ensure that parents/carers are kept informed of the child's day-to-day experiences.
- To change and check key children's nappies as required and to assist with potty training and other toileting or intimate care needs.
- The key person will assist the parent/carer and child with the settling process, taking time to listen to questions, and provide answers.
- The key person is responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Framework guidelines. The observations will be used to inform planning about how to enable children to progress.
- The key person needs to record basic information about their key children such as sleep times, meal times and anything exciting or notable that happened during the day. This information is then passed on to the parent/carer at the end of the child's session.
- The nursery is fully committed to continually evaluating its key person practice, managing changes and transitions as sensitively as possible and ensuring each child feels special and has the opportunity to develop an attachment.