



Key Person Policy

Policy Name:	Key Person Policy
Adopted By:	Louise Farrow-Brookes
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1. Policy Overview

Each child must be assigned a Key Person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child, and build relationships with their parents/carers. (Statutory Framework)

All "Manager" responsibilities and actions referred to throughout the policy, would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

2. Roles and Responsibilities

2.1 The Key Person must:

- 2.1.1 Develop professional and secure attachments with their key child, supporting the well-being and social development of each child.
- 2.1.2 Encourage strong, collaborative partnerships with the child's parents/carers and families, and wherever possible, be the main and consistent communicator when discussing all aspects of the child's progress and experiences at nursery.
- 2.1.3 Meet the individual care needs of their allocated key children. This will include intimate care duties such as nappy changing, toileting, sleep times and mealtimes.
- 2.1.4 Accurately assess and record their key child's progress at regular intervals through observations, developmental tracking, and planning. At least two wow moments/observations per month. Be confident to raise any developmental concerns with the nursery manager/SEND coordinator.
- 2.1.5 Seek to support and engage parents/carers in their child's development and how they can work in partnership.
- 2.1.6 Help maintain the child's FAMILY account alongside the parents/carers, ensuring all photos, passwords and emergency contacts are up to date. This will be driven by the Key Person the month before each assessment and signed at the parents meeting to say this has been checked.
- 2.1.7 Staff who have children that are receiving EYPP funding must track the funding spends and ensure that between assessments the child is improving consistently in their progress.

2.2 The Manager must:

- 2.2.1 Assign a Key Person and have a Buddy Key Person system in place for every child from the child's first settling in session. The parent/carer must be informed and introduced to their Key Person at the earliest opportunity.
- 2.2.2 Regularly check that the Key Person information board is accurate and up to date, ensuring there is a photo of the key person and buddy and at least a list of their children's names and/or photos. This display should be checked monthly to ensure it is up to date.

- 2.2.3** Monitor the progress and effectiveness of the Key Person/Key Child relationship and review if necessary, in consultation with the family and child if appropriate.
- 2.2.4** Ensure that the Key Person is available throughout the settling in process and that staff arrangements allow the Key Person to support the child and family with their transition into the nursery.
- 2.2.5** Make ongoing staffing arrangements to allow the effective and robust implementation of a consistent Key Person approach.
- 2.2.6** Ensure that all staff that are given a Key Person role are adequately trained and are fully informed of their responsibilities.

3. Procedures

- 3.1** The Key Person and the settling in procedure (see Transitions Policy).
- 3.2** The Key Person and Supporting Children with SEND (see Inclusion Policy).
- 3.3** The Key Person and Parent Partnerships (see Parents as Partners Policy).

4. Additional Supporting Information

For further details on how to implement a robust key person approach, staff must also read:

Recommended Reading

- Key Person in the Nursery – Building Relationships for Quality Provision: Elfer, Goldschmied and Selleck
- Why Love Matters: Sue Gerhardt
- Developing Attachments in Early Years Settings: Veronica Read
- The Key Person Approach (Positive Relationships in the Early Years): Jennie Lindon

5. Review History

Date Approved	Reviewed By
03/01/2023	Louise Farrow-Brookes
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