KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT

Oakwood Nursery Key Person Policy

Adopted for: Oakwood Primary Academy
Date of this Policy: January 2026
Review policy: January 2027

A **Key Person** is a named member of staff who is assigned to an individual child to support their learning, development and wellbeing, and to act as the main point of contact for parents and carers. Each key person has specific responsibility for a small group of children, enabling them to build secure, trusting and meaningful relationships.

The key person system plays a vital role in promoting children's emotional security and wellbeing, and in developing positive partnerships between children, parents/carers and staff.

Allocation of a Key Person

When a child starts at Oakwood Nursery, the Nursery Manager and practitioners carefully observe and consider which member of staff the child forms the strongest relationship with. This settling-in process may take up to **two weeks**, allowing sufficient time for natural bonds to develop.

Once a key person has been identified, parents/carers will be informed by the Nursery Manager. This decision can be discussed and reviewed if required to ensure the best possible support for the child.

Each child will be assigned a key person who will support them to:

- Become familiar with their surroundings
- Feel safe, confident and secure within the nursery environment
- Develop a close and trusting relationship with both the child and their immediate family

A child's **pattern of attendance** will also be considered when allocating a key person, to ensure continuity and consistency of care.

Responsibilities of the Key Person

The key person will:

- Build and maintain positive, respectful relationships with children and their families, ensuring clear and open communication
- Observe, assess and plan for each child's interests, strengths and individual needs
- Ensure children's physical care needs are met sensitively and respectfully
- Respond appropriately to children's emotions, behaviour, ideas and communication
- Develop secure attachments by learning key words in a child's home language where possible, or by acknowledging and responding to their sounds, gestures and non-verbal communication
- Support children through transitions, including starting nursery, moving rooms, changes in routine, and preparing for school
- Promote children's confidence and independence within a safe and supportive environment
- Ensure effective sharing of information and transfer of documentation when a child transitions to a new key person, room or setting/school

Nursery Responsibilities

Oakwood Nursery will:

- Ensure that the child's key person (or a familiar adult) is available during times of transition, anxiety, illness or emotional need wherever possible
- Provide regular opportunities for key persons to reflect on children's progress and family concerns through supervision meetings and staff meetings
- Support key persons to carry out their role effectively through training, guidance and leadership support
- Hold **two parents' evenings per year**, using an appointment system to ensure every family has dedicated time to meet with their child's key person