



KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT

Nursery Key Person **Policy**

Policy Adopted for:	Oakwood Primary Academy
Date of this Policy:	November 2024
To be reviewed:	November 2025

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. When a child starts at Oakwood Nursery the Manger and practitioners look at who the child has formed the best relationship. This process can take up to two weeks. The manger will inform the parents/carers who is their child's key person and this can be discussed.

- 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 key person will;

- Actively build positive relationships with clear lines of communication between the children and their families
- Observe and plan for children's likes, interests and individual needs
- Ensure that children's physical needs are met sensitively
- Develop a secure and trusting relationship by learning key words in a child's first language, or acknowledge their sounds and gestures
- Support a child through transitional periods when changing settings 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;

- Ensure that the child's key person is available during new situations, or at times of anxiety or illness
- 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 2 parents' evenings a year using an appointments system to ensure that every family has time for discussions with their assigned key person.

