



Key Person Policy

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1. Policy Statement

At St Francis Nursery we believe that every child deserves to feel secure, valued, and understood. This Key Person Policy outlines our commitment to assigning a dedicated 'Key Person' to each child attending our nursery. This approach fosters strong, reciprocal relationships between children, their families, and staff, promoting a sense of belonging, well-being, and optimal development in line with the Early Years Foundation Stage (EYFS) framework.

2. Aims and Objectives

This policy aims to:

- Ensure that every child has a primary point of contact within the nursery who can offer consistent care, reassurance, and emotional support.
- Facilitate a smooth and secure transition for children from home to nursery, and as they progress through different rooms/stages.
- Build strong, trusting relationships with parents/carers, promoting effective communication and information sharing about their child's learning and development.
- Support children's individual needs, interests, and stages of development, providing tailored learning opportunities.
- Enhance children's self-confidence, independence, and sense of belonging.
- Ensure accurate and holistic observations and assessments of each child's progress.

3. Scope

This policy applies to all children attending St Francis Nursery and all staff members involved in their care and education.

4. What is a Key Person?

A Key Person is a named member of staff who has special responsibilities for a small group of children. They are primarily responsible for:

- Building a warm, caring, and secure relationship with their key children.
- Helping their key children to settle into the nursery environment.

- Supporting their key children's emotional well-being and sense of security.
- Acting as the main point of contact for the child's parents/guardians.
- Observing, planning for, and assessing the development and learning of their key children.
- Sharing information with parents/guardians regularly and proactively.
- Ensuring the child's individual needs are met.

5. Allocation of a Key Person

- **Initial Allocation:** Upon a child's registration and before their start date, a Key Person will be allocated. This allocation considers factors such as the child's age, the staff member's experience, room dynamics, and where possible, parental preferences or specific needs.
- **Introduction:** Parents/carers will be informed of their child's Key Person during their settling-in visits or on their first day. The Key Person will make an effort to be available to welcome the child and family.
- **Continuity:** While every effort is made to maintain the same Key Person throughout a child's time in a specific room, staff changes or room transitions may necessitate a change. In such cases, the process will be managed sensitively, with communication to parents and a planned handover period to ensure continuity of care.
- **Child's Choice:** In some cases, a child may naturally gravitate towards a different member of staff. If this relationship is positive and beneficial for the child, the nursery management may consider adjusting the Key Person allocation in consultation with the child's parents/carers.

6. Roles and Responsibilities of the Key Person

The Key Person will:

- **Settling In:** Support the child and family during the settling-in period, helping the child to feel safe, secure, and confident in their new environment.
- **Emotional Well-being:** Be a primary source of comfort and reassurance for their key children, especially during times of distress or separation anxiety.

- **Observation & Assessment:** Observe their key children's development and learning, documenting progress and identifying next steps, in line with the EYFS framework.
- **Planning:** Use their observations to plan appropriate and challenging activities and experiences that cater to their key children's individual interests and developmental stages.
- **Communication with Parents/carers:**
 - Act as the main point of contact for parents/carers, sharing information about their child's day, achievements, and any concerns.
 - Initiate regular discussions and meetings with parents to discuss their child's progress, typically through informal daily chats, learning journey updates, and formal parent-teacher meetings.
 - Listen to and value parents' insights into their child's needs, interests, and home life.
 - Maintain confidentiality regarding sensitive family information.
- **Record Keeping:** Maintain up-to-date and accurate learning journey records for their key children, which are accessible to parents.
- **Advocacy:** Advocate for their key children's individual needs within the nursery setting.
- **Collaboration:** Work collaboratively with other staff members to ensure consistent and holistic care for all children.

7. Roles and Responsibilities of Other Staff Members

- **Team Approach:** While a Key Person has primary responsibility, all staff members are responsible for the well-being and development of all children in the nursery.
- **Support for Key Persons:** Other staff will support Key Persons by sharing observations, assisting with activities, and providing cover during the Key Person's absence.
- **Absence Cover:** In the Key Person's absence (due to sickness, holiday, etc.), a designated 'Buddy Key Person' or another familiar staff member will step in to provide continuity of care. Parents will be informed of who is covering their child's Key Person.

8. Communication and Partnership with Parents/Carers

- **Open Door Policy:** We encourage an open-door policy where parents/carers feel comfortable approaching any staff member with questions or concerns.
- **Daily Updates:** Key Persons will provide daily verbal feedback to parents/guardians at pick-up time, covering their child's day (e.g., eating, sleeping, activities, mood).
- **Learning Journeys/Online Platforms:** Children's progress and achievements will be documented through physical or online learning journeys. The online platform used at St Francis is Nursery in a Box. Parents will have regular access to these records and are encouraged to contribute to them.
- **Formal Meetings:** Formal meetings will be scheduled to discuss the child's overall development and progress in detail. Additional meetings can be arranged at any time by mutual agreement.
- **Concerns:** If a parent/carer has a concern about their child, their Key Person should be the first point of contact. If the concern remains unresolved, it should be escalated to the Room Leader, then the Nursery Manager.

9. Transitions

The Key Person plays a vital role in preparing children for school transition, sharing information with parents and, with parental consent, with the new school.

10. Confidentiality

All information shared between parents/carers and the Key Person, or observed by the Key Person, will be treated with the utmost confidentiality and only shared with other staff members on a 'need-to-know' basis to support the child's well-being and development. Refer to the nursery's Confidentiality Policy for further details.

11. Staff Training and Support

- All staff will receive training on the importance and implementation of the Key Person approach.
- Regular supervision and support will be provided to Key Persons to ensure they can effectively fulfil their roles.
- Training will include observation techniques, planning for individual needs, and effective communication with parents.