



The Key Person Relationship

All children thrive from a loving and secure relationship. This is usually provided initially by a child's parents and then by others. This can be provided and supported by a key person within the nursery. A key person is a named team member who is responsible for a small group of children, ensuring that they are made to feel secure, safe and cared for.

Alongside the key person there is a buddy, the buddy will work alongside your key person in the same room and ensure that your child continues to be supported during your key persons absence (such as during annual leave).

During the child's settling in the key person will meet with the parent to complete an All About Me form and make sure that the child is made to feel welcome in the room, preparing a peg/box, placemat for meal-times and sharing any dietary or medical needs.

The key person will also take a lead role in ensuring transitions between rooms and onto school are smooth and each child is well supported, see Transition Policy.

All team members are responsible for caring and supporting every child who attends the nursery as well as ensuring that their key children are settled and progressing well within their learning and development.

All team members work in partnership with one another and the parents, through verbal and written communication such as daily conversations on how their child has been and what they have been up to, implementing the child's daily feedback on iConnect: details of meals, nappy or toilet changes, details of sleep, Moments and Snapshots. All team can feedback to parents at the end of each day.

The key person must ensure each key child's Learning Journey is up to date in line with the Curriculum Policy.


In November and June the key person will write a Learning Story to document the child's current level of learning and development.

In July and December each key person will meet with the parents of their key children to discuss their progress, well-being, activities at nursery.

The key person will make themselves available at other times if the parent requests a meeting with them to discuss their child.

The Key person will be an advocate for their key children, ensuring they are thriving and well supported within the nursery setting.

If the key person has concerns about a child's development, they can raise concerns with the SENCO.

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| This policy was updated: | Signed on behalf of the nursery: | Date for Review: |
| August 2023 |  Julie Coackley | 2024 |