

OAK TREE DAY NURSERY

Key Person System

At Oak Tree Day Nursery we operate with a key person system. A key person has special responsibilities for working with a number of children, giving them reassurance to feel safe and cared for and building relationships with their parents.

The EYFS states that 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 a relationship with their parents.

The EYFS glossary defines a key person: 'the named member of staff with whom a child has more contact than other adults. This adult shows a special interest in the child through close personal interaction day to day. The key person can help the young child to deal with separation anxiety'

The ratios determine the number of key children each member of staff has.

We create stable, consistent staff teams in each age group so children, parents and staff have the chance to get to know each other well. Each key person has a buddy working with them so if the key person is not there, the child and parent know the buddy. If parents collect their child after the key person has left for the day, they are welcomed by a familiar face and can talk to someone who has helped care for their child.

Staff Qualifications

There will be at least 50% of staff qualified in the nursery at any one time, with the Manager holding a minimum of a Level 3 qualification. In every room there will be at least one level 3 qualified member of staff as well as a nursery assistant who will be qualified to level 2 and working towards level 3 qualification in childcare. With the exception of Panda room where there will be one member of staff who is qualified to level 3. Students working at the nursery will not be counted as members of staff and shall never be left unsupervised with the children.

This policy was adopted on	Signed on behalf of the nursery	Date of last review	Date of next review
18/02/2016	S Okocha	24/01/2026	24/01/2027*

* or earlier in response to any significant changes in legislation.