



The Role of the Key Person Policy

Many tasks will be shared with one, or buddy key persons, but the intention should be that as much as is feasible should be done by the key person including:

- Taking responsibility for developing secure, trusting relationships with your key children and their families.
- Spending time with each key child's family to learn about the child's changing routines, interests, and dispositions having settling in policy.
- Settling in new key children into the setting. Key person is the main point of contact for child and family.
- Receiving and settling your key children as they arrive each day, dependent on shift pattern.
- Changing and toileting your key children where possible using sensitive handling and familiar words/actions/routines.
- Promoting and supporting their growing skills and independence.
- Interacting with your key children with sounds, words, facial expressions, and gestures according to their individual needs.
- Providing a secure base for your key children by being physically and emotionally available for them to come back to, by sitting at their level and near them.
- Providing a secure base for your key children by supporting their interests and explorations away from you, perhaps by nodding and smiling as they explore and draw your attention to things.
- Using body language, eye contact and voice tone to indicate that you are available and interested according to child's needs and culture.
- Comforting distressed children by acknowledging their feelings, offering explorations and reassurance calmly and gently.
- You will carry out regular observations on your key children.
- Taking responsibility for planning to meet your children's aspects, interests, skills, and schemes.
- Taking regular opportunities to reflect on the emotional aspects of key – working with a skilled knowledgeable manner or colleague.
- Each child's key person will also have a buddy allocated to them, the buddy will be on hand in the key person absents to support the child and their families.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 st August 2026	Joanna Wilkinson	1 st August 2027