



Key Person Procedure

Loversall Farm Day Nursery believe that children settle better when they develop a secure attachment to a specific named member of staff, otherwise identified as a key person. A key person will know the child and their parents well and will hold the overall responsibility for meeting the child's individual care and educational needs. Research identifies that a key person approach benefits both the child and their parents by providing secure relationships in which children thrive and providing parents with the confidence and reassurance that their child's emotional security and safety will always be given priority.

Children's emotional well-being is the foundation for their health, happiness and ability to learn. The key person will, by liaising with parents, develop an awareness of the child's likes, dislikes, attitudes and preferences and use this information to provide appropriate support to meet the child's needs, offering continuity of care between their home and nursery environment.

The role of the key person at Loversall Farm Day Nursery is as follows:

- To enable each child to become familiar with the provision and to feel safe and confident within it, developing a genuine bond with the child and the child's parents and offering a settled and close relationship whilst remaining professional at all times.
- To meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviours, talking to parents to offer reassurance that their child is being cared for appropriately.
- To respect the child's cultural background and to provide opportunities for children to use their home language in their play and learning and to provide a range of meaningful contexts in which children can develop a good standard of English.

How do we do this?

During the initial 'show around' visit, the manager or deputy manager explains the key person system to parents to ensure that they have a good understanding of what will occur during their child's initial room visit and throughout their time at Loversall Farm Day Nursery.

There are several conditions considered when we allocate a key person to an individual child. It is essential that Loversall Farm Day Nursery consider the days that the child will be attending the nursery and the members of staff that will be present on those days, consistency for the children is crucial, especially during the settling in period. Loversall Farm Day Nursery understands that all members of staff are likely to have periods of illness and are entitled to annual leave, so to maintain as much normality as possible, two members of staff from the same room will not be permitted to take annual leave at the same time. To further support children during staff absence, all children will be designated a second named key person, this person will also be allocated prior to a child commencing at the nursery. The primary and secondary key person will work closely together to ensure both staff members are aware of the child's individual needs. It is the responsibility of the child's primary key person to complete a thorough hand over to the secondary key person and the other staff members within the child's room when they have secured annual leave. The key person will share the 'all about me' form that was completed by the parent at the initial key person visit with the person who will be taking over the interim care of the child. It is the responsibility of the child's key person to introduce the person who is caring for the child, during their absence, to the child's parent(s). Information shared will include:

- Family circle
- Feed patterns (including dietary requirements)
- Medical needs
- Intimate care routines
- Sleep patterns
- Individual likes/dislikes/preferences
- Religious needs
- Level of development
- Interests and experiences
- The child's next steps

Wherever appropriate the child's secondary person will provide feedback to the child's parents at the end of the session. Where in certain circumstances the secondary key person is not available, the other staff members will be informed of the feedback that must be shared with the parent, this will ensure the lines of communication are kept open between nursery and home. All information will be

recorded on the Dayshare electronic system (where applicable). Parents may also request to have a daily diary. The daily diary will be completed and shared with the parents at the end of their session. All information must be provided to parents in a professional manner.

Circumstances for changing a key person

The EYFS (2025) Clearly defines the role of the key person and how they hold the overall responsibility for the care and welfare requirements. The EYFS also stipulates that a key person must be assigned to a child prior to a child commencing at the setting. In extreme circumstances the key person may change, however this is not without careful consideration and the parents must be informed of the change of the key person and the reasons behind the change. In most circumstances this is because either the child develops a natural bond with a different member of staff or a staff member leaves the setting.

When commencing at Loversall Farm Day Nursery the child/ren will be invited for an initial room visit and key person visit. This visit will give the child chance to feel welcome and safe in their new surroundings as well as providing an opportunity for the parents to meet the child's key person and where possible the secondary key person, to discuss their child's routine and current level of development. For new children entering Loversall Farm Day Nursery, parents will be asked to complete a Baseline Assessment, this information will form the basis of their initial play plan. When a child commences Loversall Farm Day Nursery they will initially be supported to settle into their new surroundings before the key person assesses their level of development, we estimate that this in general takes around six weeks, although this will differ for individual children, some children will settle immediately, whilst some may take a little longer. During the settling in period, the key person will consider their observations of the child along with the parent baseline, to plan meaningful activities.

The key person takes on the responsibility for the observation and tracking of development for their key children. These observations will be used to update children's learning journeys and provide information for possible lines of direction ensuring that activities and provision meets the children's interest and development needs.

Each key person will spend time with their children daily, providing them with the opportunity to build upon and further develop their relationship with their key children. This will also provide observation and assessment opportunities.

It is the responsibility of each key person to maintain their key child's records. Parents are welcome to access their children's learning journey by accessing the Tapestry electronic system, parents also have the opportunity to make contributions to their own children's records. To electronic system meets the requirements of the General Data Protection Regulations (GDPR).

Parents are also encouraged to have a one to one session with their child's key person to discuss their child's development and learning. It is recommended that these meetings are held every four months; however, parents are welcome to ask for a one-to-one meeting at any time. The management team will carry out regular checks to ensure one to one meetings are taking place, any gaps identified will be discussed with the child's key person. The key person will then arrange a convenient date with the child's parent to carry out the one-to-one meeting, it is an expectation that this be carried out as soon as reasonably practicable.

Transition is an important time for the children at Loversall Farm Day Nursery, it is a time of excitement and, in some cases, uncertainty. The Key person will always support the transitions periods. At the point of transition, the child's existing key person will liaise with the child's new key person and an effective hand-over will take place. Prior to a child transitioning through to a new room a transition meeting will be booked for the child, parent, existing key person and where possible, whilst maintaining ratios, the child's new key person.

This policy was adopted on	6 September 2018
Signed on behalf of the nursery	
Signed by Nursery Owner	
Date for review	September 2026