



Key Person Policy

Nursery endeavour to value, respect and celebrate each individual child and family.

Our aim is to ensure children who attend The Life Nursery establish a firm bond with the staff and for them to work in partnership with parents/carers enabling a clear flow of information between the nursery and home environment.

The Key Person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (2025) - “ 3.41 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 and/or carers. They should also help families engage with more specialist support if appropriate.”

In order to achieve this:-

- Each child is assigned their own key person prior to them starting nursery and will meet their key person during the home visit with the Manager or Deputy. Parents are encouraged to approach their child’s key person during the settling in process and are available to discuss any concerns, however can also approach the Manager if they should wish to do so.
- During the settling in process, we encourage parents to approach their key person on arrival at nursery. This enables your child to feel secure and for parents to feel at ease in building a relationship with their child’s key person.
- The Life Nursery policies and procedures are available on the nursery website and also in the nursery for parents and are encouraged to read these, with particular focus on policies such as Child Protection and Safeguarding and our responsibilities under the Prevent Duty.
- The Key Person will have links with other childminders/carers and nurseries involved with the child and co-ordinate the sharing of appropriate information about the child’s development with those people involved, through having a home link book.
- We also encourage children to establish bonds with all members of staff once they are settled and secure with their key person.
- Encourage different aspects of transition to enable the settling in process to be a positive experience for the child and their families (See Settling In Policy).
- The key person is responsible for individually planning for their children considering the Early Years Foundation Stage (EYFS, 2023) framework, through adult and child initiated activities and also parental involvement.

