

Key Person Statement

This nursery operates a key person system where each child has a specified member of staff that is responsible for settling in the child and for logging the developments the child makes at the nursery. The key person is encouraged to build a good relationship with the family whilst remaining professional. The information gathered by the nursery is confidential and only the parent, key person and members of the senior management team have access to the child's file. However, all staff may take observations of the child during the session and upload them to tapestry. Another role that the key person is responsible for is to support the child as the primary carer while in the nursery's care helping to establish relationships with their peers and members of staff. All the key people promote equality and inclusions for all the children and families that use and are part of the setting. This helps the children to develop as individuals as part of the team at nursery.

We have re-affirmed the key families within the four aged rooms due to a change in staff shifts and children's attendance patterns. These key families work together to deliver the services for the children, such as observations, intimate care, snack times and small group time activities. This is particularly important as some members of staff work part time, job share or have a day off in the week. This enables the children to have a regular members of staff that work together to meet the child's needs.

When starting the nursery each child is invited to attend some settling in sessions. Before the first visit, parents fill in paperwork all about their child including their likes and dislikes,, we get all contact information, medical, dietary and permissions forms. The settling in sessions durations vary depending on how many sessions a child will be attending nursery. For a child only doing one session a day, they have two half an hour visits, followed by one one hour visit. If a child is attending at least one full day, the visits are one 30 minutes, one 60 minutes and one 90 minutes. After the third visit they start the nursery for full sessions, if the child is not quite ready they have extra settling in visits until the child and family are ready.

The key person is also responsible for sharing information on a regular basis through handovers before and after sessions in the nursery and at termly parent's evenings at the nursery. They also share the concerns if they feel the child is delayed in any areas of the Early Years Foundation Stage profile with the nursery special education needs co-ordinator (SENco). The SENco then discusses the concerns with the parents before the possibility of referral to outside agencies.

This policy was adopted on	Signed on behalf of the nursery	Date for review
02.05.2025	Manager: Helen Hazell Date: 02.05.2026	02.05.2026