



## POLICY STATEMENT – KEYPERSON

At Childhaven Nursery, we recognise the importance of secure attachments in early childhood. We adopt the **Key Person Approach** as a fundamental part of our practice, ensuring every child develops a close relationship with a familiar adult who understands and meets their individual needs.

### WHAT IS A KEY PERSON?

A **Key Person** is a named practitioner who has special responsibility for a particular child. They are chosen based on the **natural bonds formed** during settling-in sessions and early interactions.

The Key Person is responsible for:

- Building a strong, trusting relationship with the child.
- Developing a **professional partnership** with the child's parents or carers.
- Providing continuity of care, particularly during transitions and settling-in.
- Observing, assessing, and planning for the child's learning and development in line with the **Early Years Foundation Stage (EYFS)**.

### ROLE AND RESPONSIBILITIES

The Key Person:

- Offers the child **security, reassurance, and emotional support**.
- Will usually be the one to **comfort, feed, change nappies, and settle the child to sleep**, creating familiarity and consistency.
- **Monitors the child's progress** and updates their development records regularly using the DO JO **app** in accordance with the EYFS framework.
- Plans activities and learning experiences based on the child's **individual needs and interests**, ensuring inclusion and personalised learning.

- Communicates regularly with parents to provide updates, share observations, and discuss progress or concerns.
- The key person will always respect the parent's wishes and address any concerns they may have. Parents are valued as the first educators for their child. Key persons will offer support to parents and children in order to get the best outcomes for all concerned. They will help the parents to access outside agencies where necessary such as specialist support personnel or health visitors.
- The key person will engage with parents to offer support at home as well as in the setting. This could involve working together to improve sleeping patterns, food concerns or behavioural issues amongst others.

## CONTINUITY AND COVER

Each child will be in a team of another two familiar practitioners who work closely with your child, they will take on their care needs to maintain consistency. The team will be familiar with the child's routines, interests, and preferences, and will support them until the Key Person returns.

## KEY PERSON PRACTICE IN DAILY ROUTINES

- Staff in under 2's (familiar to the child) will change nappies and provide intimate care at regular intervals (every 2-3 hours or as needed).
- Babies and young children are cared for by familiar staff when waking from naps, being fed, or comforted, supporting their **emotional regulation and sense of safety**.
- Daily routines are flexible and responsive to individual children's needs, particularly for those under two years old.

## MANAGEMENT AND OVERSIGHT

- All practitioners (including apprentices, room leaders, and supervisors) are expected to take on Key Person responsibilities as part of their role.
- **The Room Leader**, with the support of the **Phase Lead**, oversee the implementation of the Key Person system in each room.
- The **Phase Lead** will monitor the quality and consistency of developmental records and with the **Room Lead** will update families via the DO JO app with daily achievements and celebrations of their child's progress.

## ONGOING EVALUATION

The Key Person system is reviewed regularly as part of our continuous improvement cycle. We welcome feedback from parents, staff, and children to ensure the approach remains effective and child centred.

**Date policy was put in place April 2026**

**by Marianne Perry Phase lead 0-2 provision**

**This policy is due for review before April 2027**



**National Nurturing  
School Award  
2025**



