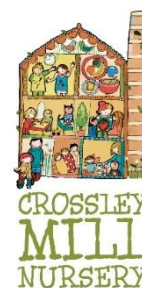


# Key Person Policy

Last reviewed: 10 September 2025

Approved by: Nursery Management

Next review: 9 September 2027



At Crossley Mill Nursery, we adopt a 'Key Person' approach for each individual child at the nursery. A Key Person is the term to represent the Early Years Practitioner who is directly responsible for a child.

Although the children in the nursery are cared for in groups, it is important that each child makes a bond with a particular member of staff. A Key Person is allocated to a child and their family during their transition into nursery, or when transitioning from a younger room to the next room. The Key Person is directly responsible for making a supportive emotional bond and relationship with their key child and family.

It is important that a Key Person builds a good rapport with parents/carers by being welcoming, approachable and open. They are directly responsible for ensuring that their individual key child's requirements are catered for, such as any additional needs or dietary requirements the child may have. It is the Key Person's responsibility to ensure they are fully knowledgeable a child's individual needs to enable them to communicate effectively with other staff including the nursery kitchen.

It is the Key Person's responsibility to keep all relevant information on their key children up to date e.g. changes to parents/carers contact details, immunisations, dietary changes etc. Staff should inform any information changes regarding their key children to the Management Team as soon as possible.

It is the Key Person's responsibility to observe and monitor their key children regularly using the EYFS framework, plan activities to support their learning and development. Between the age of 24 and 36 months each child will undergo a progress check (2-year check) carried out by their Key Person. This is a written summary of the child's development across the prime areas of the Early Years Foundation Stages (EYFS):

- Communication and Language: Encouraging children to express themselves and build vocabulary.
- Physical Development: Fine-tuning motor skills through play and exploration.
- Personal, Social, and Emotional Development: Nurturing confidence, friendships, and self-regulation.

Each child will have an online learning journey which will contain observations, assessments and photographs of their time at Crossley Mill. Key Persons meet with their supervisor each term to discuss and track each child's individual development and the need for early intervention. It is the responsibility of the Key Person to keep working documents up to date.

All staff members are responsible for providing stimulating and educational activities for all children within their care and will have allocated key children in which they have extra responsibilities for.

Crossley Mill Nursery holds two parent's evenings a year in which all staff are expected to attend. The Key Person will write a written summary on each individual key children and hold meetings with their key children's parents/carers discussing the child's individual learning and development, and reviewing the child's learning journey. It is also the Key Person's role to encourage parents/carers input into their child's learning journey and to discuss their child's individual interests and needs.