

Key Person Approach Policy

At Little Dragon's Day Nursery, we aim to build strong relationships between the setting, staff, child, family and community, but all relationships are centred on the needs of, and responsive to the interests of the individual child. Our Key Person Approach is essential to achieving this.

This policy document outlines our Key Person Approach and the roles and responsibilities of the key person. Procedures relating to the key person are also outlined in other relevant policies, including the 'Settling In and Transitions' policy, the 'SEND' policy, the 'Approach to Play, Learning & Development' policy, among others.

Aims of the Key Person Approach

- To develop an in-depth understanding of a child's individual needs, preferences, and family background/culture
- To work closely with parents/carers
- To support every child in the move from home, family and familiar people, into the new environment
- To help every child make strong attachments to their key person
- To support individual children to progress through the Early Years Foundation Stage
- To help children feel secure and confident in nursery
- To work with parents, carers and children with any difficulties that might arise
- To work with parents to aid individual learning and development

Our policy

- All children in our nursery will be allocated a named key person upon starting with us
- We always offer a settling in process which is bespoke to each individual child
- Home-Visits, where a key member of staff visit each child in their home environment prior to their start date, will be offered when possible.
- We always aim to ensure that the children and families have the best key person for them, and continually monitor the relationships that our staff form with the children and families.
- We aim to minimise the number of key people throughout children's nursery life.
- We will try to ensure that there is consistent staffing within a group so that children develop secure relationships with other staff in the absence of their named key person, enabling us to maintain high quality support for the child's physical and emotional wellbeing, and learning & development
- All staff work closely with one another to ensure they understand the needs of each individual child and are able to form close professional relationships with them

Role and responsibilities of the Key Person

The Key Person is the member of staff who begins to build professional relationships with the child and their family and is there to provide a secure base for young children, providing them with emotional support and high-quality interactions. The Key Person will:

- build a strong professional relationship with the child and their family
- develop an in-depth understanding of a child's individual needs, preferences and family background/culture
- aid the transition between home and nursery

Key Person Approach Policy

- ensure that the child's individual needs are met in a caring and supportive manner by:
 - Building secure attachments
 - Making the child feel safe and secure
 - Enabling children to learn and develop as individuals
- ensure that the needs of the parents/carers are met in a caring and supportive manner by:
 - Liaising with them on a daily basis
 - Support them with separation
 - Support them through the transitions process
 - Get to know the family and gain a good understanding of the unique family needs
 - Share knowledge of their child's learning & development
- Support the smooth transition from room to room within the nursery, and when the child leaves to go to school
- Participate in and plan further ways of getting parents involved (e.g. stay-and-plays, parents evening, coffee mornings and other informal events, themed weeks, etc.)

Responsibilities of the key person

- To take part in home-visits, usually in collaboration with the Management Team
- To help the child settle at nursery, and reassure and comfort the parents/carers
- To promote a positive relationship between nursery and home
- To understand the child's individual needs, relating to their culture, background, any learning disabilities, educational abilities, dietary requirements and sensitivities
 - To ensure other staff are aware of these needs and that they are being met
- To understand the child's individual preferences, interests and likes/dislikes
- To provide daily feedback to parents, ensuring all key aspects are included (meal records, medication/accidents/illness, activities participated in, etc.)
- To contribute to nursery planning, based on the individual needs and interests of their key children
- To ensure that the individual learning journey for their key children are kept up to date
- To communicate with parents/carers daily, through the FAMILY app, face-to-face, and through other communication channels
- To liaise and share relevant information with other settings that the child attends (where applicable)
- To ensure the two-year assessment and school transition process are sufficiently completed
- To complete focussed observations which highlights current learning and allow accurate assessments to be completed termly or when needed.
- To monitor and track individual children's learning and progress in order to highlight any areas where additional support may be needed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2026</i>	Kate McLeod	<i>August 2027</i>