



Parent's Guide to The Key Person System

What is a Key Person?

A Key Person is a member of staff in your child's room who has special responsibilities for working with a group of children, giving them the reassurance to feel safe and cared for, forming a close bond with your child and building positive relationships with their parents/families/carers. A Key Person helps your child or baby to become familiar with Nursery, throughout the settling in process and beyond, and is someone with whom your child develops a genuinely settled and close relationship. They ensure that your child's needs are recognised and met at every session, and that they respond sensitively to their feelings, ideas and behaviour. A Key Person talks to parents to ensure they have a strong partnership and work together.

What does a Key Person do?

Your child's Key Person ensures that your child's needs are recognised and met at each session. The Key Person is also key to your child's transition into a new room, or into Nursery, and is instrumental in building or maintaining your child's confidence and well-being. In addition, your child's key person will:

- Provide reassurance and comfort when children are in new situations or feeling unwell or anxious
- Be responsible for finding out about their key child and continually update and review this information
- Prepare next steps for their key child's Learning Journey
- Keep and write developmental and progress records, and plan times to share and exchange information with parents/carers
- Provide regular information for parents/carers about activities undertaken by their child, for example, through wall displays, photographs and examples of children's work.
- Plan activities which include your child's development needs
- Undertake one to one meetings with you about your child's progress
- Ensure your child's race, culture, religion, language and family values are being met
- Monitor your child's progress and encourage you to participate in their development
- Provide a handover to a second person (buddy) when not available themselves

Why does my child need a Key Person?

To ensure that your child's care is tailored to meet their individual needs, and that one person has a specific focus on their development, progression and emotional needs.

Do I keep the same Key Person for my child's whole time at Nursery?

When your child changes room, their Key Person will also change. Your child's outgoing Key Person will hand over to their new Key Person and ensure that the in-depth knowledge and understanding of your child is passed on. In addition, your child's Key Person will ensure that your child transitions effectively to the next room and that they are familiar with their new environment and the routine.

Your child's Key Person may also change on the rare occasion if staff go on maternity leave or change job. Your child's second Key Person (buddy) will take over this role and your child will be fully supported by the nursery to ensure they are not affected negatively by the change.

What are the benefits of Nursery's Key Person system?

The EYFS and Ofsted recommend a "paired and shared" approach, in which each child is allocated a Key Person as well as a second Key Person (Buddy). If your child's Key Person is absent the second Key Person takes over the care of your child.

Although we allocate a Key Person for each child, they are not the only member of the team that will interact and care for your child and we ensure all members of the team know your child well. We allocate a Key Person to ensure that your child's development is recorded, their progress monitored, and all their specific development and emotional needs are met through the individual, planning process. Our approach ensures that children have secure attachments to several persons in their room in addition to their Key Person and they are confident and secure in their care and environment at all times of the day.