

University of Warwick Nursery

Key Person Policy

The key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished, and thought about by someone in particular while they are away from home.

(DFES Early Years Foundation Stage Effective Practice: Key Person page 7)

At the University of Warwick nursery, we greatly value the strong positive relationships which we build up with the children in our setting and their families. Children's emotional wellbeing is an essential foundation for their health, happiness, and ability to learn. Therefore, every child who attends nursery is assigned a key person.

The Role of the Key Person

The key person is a named member of staff who is assigned to an individual child and their parents/carers. The role of the key person is to know the child well, to pick up on how the child is feeling, to provide emotional support and to form a strong, trusting relationship with the child's parents/carers.

Each key person will be responsible for a group of Key children. The responsibilities of the key person are as follows:

- To listen to their key children and to know their views, wishes and feelings and taking these into account in all areas of their care, learning and development.
- To provide a secure attachment for their key children, ensuring that the child is cared for appropriately and accommodates their individual needs within the daily routine.
- To help their key children settle in and become familiar with the setting and its routines.
- To meet the needs of their key children responding sensitively to their feelings, ideas, and behaviour.
- To provide a 'secure base' for their key children by being there to support them and allowing them to explore at their own pace.
- To undertake primary responsibility for their key children's care routine.

Each key person has responsibilities towards the key child's parents/carers. These responsibilities include:

- To develop a good relationship with parents/carers. To listen to the parent/carers and gain information, share knowledge, be involved in assessments and be part of the decision making for their child in the setting.

- To develop a two-way flow of information between themselves and the parent/carers to help them become aware of any significant aspects of family life that may be important to the child.
- To undertake the responsibility for sharing their key children's development profiles with parents and other professionals as required.

Records

The key person is responsible for observational records of all their key children, using these to inform next steps, organise individual planning and assessments such as baselines, 2-year checks and transitions.

Welfare and Safeguarding

Key persons are responsible for the welfare of the children in their care, monitoring patterns of absence, injury, and development, reporting where necessary.

Transition

The key person plays an integral role in transitions from settling in to moving from one playroom in the setting to another. The key person supports this process and helps the children and parents become familiar with their new environment. The key person will pass on records and any information to the new key person.

Manager's Responsibility

Managers must provide opportunities for staff to give regular feedback and to support staff in their roles as key person, ensuring that all developmental needs are met.

Relevant Legal Frameworks

- Children's Act 1989, 2004
- Every Child Matters: change for children 2004
- Human Rights Act 2000
- UN Convention on the rights of the child 1089
- EYFS 2025