



Nursery Key Person Policy

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Type of Policy:	Academy

Revision Number	Date Issued	Prepared by	Approved	Comments
I	27.04.26	LE	27.04.26	First policy

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

1. What is a Key Person?

Every child at Little Common School Nursery is allocated a Key Person. This is an important adult who builds a warm, trusting relationship with each child and gets to know them well.

The Key Person helps to:

- ensure children feel safe, happy and secure at nursery
- support children's individual care, learning and development
- help children settle confidently into nursery routines
- build strong partnerships with parents and carers

The Key Person is a named point of contact for families and is available to discuss a child's experiences, progress and wellbeing. Key persons will also support families in accessing additional help or advice where needed.

2. Assigning a key person

- Every child who attends Little Common School Nursery is allocated a member of staff to act as their Key Person
- Parents and carers are informed of the allocated Key Person within the first week of a child starting nursery.
- Each child also has a secondary Key Person, who is the class teacher. This arrangement helps to ensure continuity of care and communication.
- Wherever possible, the Key Person will be involved in initial settling sessions and will use information from the child's "All About Me" document to help support a smooth transition into nursery.

Staff work different shift patterns, which means a Key Person may not always be present for the full length of every session. However, staff work closely together and share information regularly to ensure consistency of care and support for all children.

For queries and concerns the class teacher is available from 8:30am – 3:30pm school term time, and the Nursery Supervisor is available from 7:45am – 3:00pm during the 46 weeks stretched offer.

3. Role of the Key Person and Class Teacher

The Key Person:

- Forms a strong, positive relationship with their key children
- develops a detailed understanding of each child's interests, strengths and developmental needs
- supports children's emotional wellbeing and learning
- communicates regularly with parents and carers about care, learning and development
- completes observations and assessments to monitor progress
- plans appropriate activities based on children's interests, stages of development and next steps
- works in partnership with other staff to ensure consistent support
- liaises with other professionals and agencies where appropriate
- supports children and families through transitions, including moving rooms or preparing for school

Relevant information is shared appropriately within the staff team so that all adults working with a child can respond effectively to their needs.

4. Assessments and Progress Checks

The Nursery `Teacher or Nursery Supervisor is responsible for completing:

- the Two-Year Progress Check (where applicable, between the ages of two and three)
- a summative assessment when a child transitions to a new setting or into Reception

These assessments help to identify progress, celebrate achievements and ensure any additional needs are identified and supported early.

5. Monitoring arrangements

This policy will be reviewed annually.