



## **Key Person Policy**

At The Little Magpies Nursery, we believe that every child deserves to be known, valued, and supported as an individual. Our Key Person approach is a vital part of our nurturing, home-from-home environment and plays a central role in promoting strong emotional security, developmental progress, and a genuine sense of belonging. This policy outlines our commitment to the Key Person system, aligning with the principles of the Early Years Foundation Stage (EYFS) and our child-centered ethos.

### **Our Ethos and the Key Person Role**

Rooted in respect, care, and responsiveness, our ethos prioritises child-led learning, strong attachments, and the natural development of independence. The Key Person role is not just a requirement—it is a meaningful relationship. Key Persons form deep, trusting connections with their key children, supporting emotional wellbeing, tailoring learning opportunities, and acting as the vital link between home and nursery life. Through scaffolding, not instruction, children are empowered to take ownership of their learning, develop confidence, and grow into resilient, capable individuals.

### **Aims of the Key Person Approach**

- To form secure, trusting relationships with each child, providing consistent emotional support.
- To act as a familiar figure for children during transitions, promoting feelings of safety and belonging.
- To support development through tailored observations, assessments, and responsive planning.
- To work in partnership with parents and carers, ensuring continuity between home and nursery.
- To understand and respond to children's unique interests, backgrounds, and care needs

## **Key Person Responsibilities**

Each Key Person will:

- Welcome and settle their key children daily, providing reassurance and emotional support during transitions.
- Build a deep understanding of their key children's personalities, needs, and developmental progress.
- Maintain accurate observations and contribute to assessments that inform next steps in learning.
- Plan meaningful, individualised experiences rooted in each child's interests and stage of development.
- Support children with self-care, emotional regulation, and social development.
- Communicate regularly with parents and carers, sharing insights, progress, and concerns.

## **Support and Continuity**

- Each child is assigned a **Key Person** and a **Buddy (Secondary Key Person)** to ensure seamless care when staff are absent.
- While the Key Person may not be with their key child every day, they remain responsible for overseeing their care, learning, and emotional development.
- All staff are briefed on children's interests, routines, and needs to uphold continuity of care throughout the day.
- Transitions between Key Persons (e.g. due to staff changes or room moves) are handled sensitively, involving children and families to ensure emotional security.

## **Partnership with Parents and Carers**

Strong relationships with families are central to our Key Person system. We:

- Encourage open, ongoing communication through daily handovers, digital updates, and scheduled catch-ups.
- Welcome parental input and value the unique knowledge they have about their child.
- Support families during settling-in and transitions, offering flexible approaches tailored to each child.
- Use learning journals and observations to keep families informed and involved in their child's journey.

## **Monitoring and Review**

The effectiveness of our Key Person system is reviewed regularly through:

- Supervision and peer reflections.
- Parent feedback and child observations.
- Annual policy reviews and updates in line with changes to EYFS or best practice guidance.

All staff receive training and support to continually strengthen their practice, ensuring that the Key Person approach remains central to the ethos and success of The Little Magpies Nursery.