

[Key person](#)  
[Key person policy:](#)

At Twinkle Toes Day Nursery, we believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and who can meet their individual needs. A key person approach benefits the child, the parents, the staff, and the nursery by providing secure relationships in which children thrive and parents/carers have confidence.

Our nursery staff work hard to ensure that the nursery is a happy and dedicated place to attend or work in. At Twinkle Toes Day Nursery, we want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with our staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with our nursery. We aim to make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key persons role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and each child must have a key person. The key person is allocated according to whom the child bonds with in their first few days in the nursery. Key worker will help the child to become familiar with the nursery and to feel confident and safe within it, as well as develop a genuine bond with the child and parents/carers. The key person will strive to meet the needs of each child in their care and will skilfully pick up clues and respond sensitively to their feelings, ideas, and behaviour, talking to parents to make sure that the child is being cared for appropriately for each family. They will ensure that they spend quality time with their key children, for example, singing songs, sharing meals together and carrying out daily observations on their learning and development. The key person will observe the child and assess their stage of development and (alongside parents) plan for that child's next steps of learning. The key person will act as a bridge between the setting and home to ensure continuity and routine for each child is maintained at nursery and at home.

The key person is responsible for:

- Supporting the child during settling in sessions (as agreed with parents/carers)
- Support the child with routines and activities for the day.
- Act as the key contact for the parents.
- Share information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in our nursery and at home.

When children are moved to a different room or setting, the key person will support this transition by way of communicating with the new carers and prepare the child for this emotional change. Trial visits into the new room or setting will be organised with the support of the key person until the child is confident with their new surroundings.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: October 2023

Next review: October 2024