



# **KEY PERSONS POLICY**

## **2025 -2026**

# **BROOMHALL AND GRACE OWEN NURSERY SCHOOL**

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## Broomhall and Grace Owen Nursery Schools

### What is a Key Person?

The Statutory Framework for the Early Years Foundation Stage (EYFS) outlines that each child must be assigned a key person. This person helps the child become familiar with the nursery environment, feel confident and safe, and form a strong bond with both the child and their parents/carers. The key person acts as the main point of contact for the child's family, providing continuity of care and a positive relationship between home and nursery. At Broomhall and Grace Owen Nursery Schools, we believe that the experiences children have between birth and five years old lay the foundation for their future learning and life outcomes. By fostering positive relationships between children, their families, and our experienced educators, we aim to give the children at Broomhall and Grace Owen the best possible start in life. The key person is responsible for meeting the individual needs of the child in their care and is available to discuss the child's progress and interests with parents/carers. Clear professional boundaries are maintained—while the key person is a friendly, caring professional, they are not a personal friend.

### How is a Key Person Allocated?

We carefully allocate a key person to each child based on their scheduled nursery hours. We strive to ensure that the key person's working hours align with the child's attendance times, but if this is not always possible, all staff members are familiar with and build relationships with all children. This ensures that, if the key person is absent, the child can confidently express their needs to any staff member. Whenever possible, children will remain with the same key person for the duration of their time in each age group. If a change of key person is necessary, we will maintain clear and open communication with parents/carers to ensure a smooth transition. When a child begins at Broomhall and Grace Owen, parents/carers will meet their child's key person. This meeting serves as part of the induction process and helps establish an important relationship between the family and the key person. **(For more information, please refer to the [Settling and Transition Policy.](#))**

### What is the Role of the Key Person?

The key person has several important responsibilities:

- **Building Trusting Relationships:** The key person develops a caring, trusting relationship with the child, helping them feel secure to explore and learn both with and away from the key person. The child is also encouraged to build relationships with their second key person and other staff members.
- **Working with Parents/Carers:** The key person establishes and maintains a positive relationship with the child's parents/carers. This includes greeting the child and their family upon arrival and providing feedback about the child's day.

- **Supporting the Child's Routine:** As much as possible, the key person should follow the child's home routine, particularly in the baby room. However, we understand that the nursery environment may differ from home, so adjustments may be necessary. The key person will consult with parents/carers before any changes to the routine are made.
- **Providing Personal Care:** The key person is responsible for attending to the child's personal needs, such as nappy changing, toileting, sleep routines, and feeding, with sensitivity. If the key person is unavailable, another staff member will take over. In rare cases, an agency staff member may need to step in. The child's comfort is a priority, and they will be given the option of having another familiar staff member help if they are uncomfortable.
- **Supporting Learning and Development:** The key person shares information about the child's learning and development with the room leader, ensuring that next steps in learning are planned in line with the Birth to Five Matters document, as well as the child's individual interests and needs. **(Please see the Assessment Policy for more details.)**
- **Offering Parental Guidance:** If parents need advice or support with parenting issues, the key person may offer suggestions, signpost to relevant services like Family Hub groups, or refer to local organizations that can provide additional support.

### **Communication and Support**

The Headteacher and Assistant Headteacher provide regular supervision to staff, allowing them to discuss any challenges or concerns they may have in their role. The key person is generally available to speak with parents/carers at the beginning or end of each session. If the key person is unavailable, the Headteacher, Assistant Head or Room Lead will either speak with the parent/carer or arrange for a convenient time to meet with the key person. If a parent/carer has concerns or questions about their child's key person, they should address them with the Headteacher or Assistant Head. In some cases, a child may express a preference for a different staff member over time. In such situations, the room leaders will discuss the matter with the parents/carers and the key person to find a solution that works for everyone involved.