Respect – Curiosity – Independence
Resilience - Aspiration

Key Person Policy

Date of this Policy: October 2026
Review Policy date: October 2027

At Heron Park Primary Nursery we operate a key worker system to promote the emotional well-being and development of every child in our care. Each child is assigned a Key Person who will build a strong relationship with the chid and their family, track their development and ensure consistency of care.

Purpose of the Key Person

The key worker system is designed to promote emotional security and well being, support individual learning and development, ensure continuity of care and communication between nursery and home, and enable our staff to observe, assess, and plan for each child's progress.

Aims of the Key person

To provide each child with a familiar adult who knows them well and can support their emotional and developmental needs.
To support children's emotional security and well-being, especially during transitions (e.g. settling in, moving rooms, leaving nursery).
To establish a strong partnership with families, sharing important information and ensuring consistency between home and nursery.
To ensure every child's development is observed, assessed, and planned for in line with the EYFS learning and development requirements.

Key Person Responsibilities

Support the settling-in process, helping children adjust to the nursery routine and environment.
Develop a strong, nurturing relationship with the child and act as their secure base.
Carry out regular observations, assessments, and planning for their key children using the EYFS.
Act as the main point of contact for the family and support two way communication.
Monitor the child's well-being and development and flag any concerns with the nursery manager

Assignment and Flexibility

Children are assigned a key person when they start the setting, based on availability, staff child ratios, and personality matches when possible.
A co-key person may be identified to support continuity of care during staff absence or part-time hours.
Requests for changes in key person assignments by parents or staff will be handled sensitively and professionally.

Partnership with Parents/Carers

We believe that parents and carers are children's first and most enduring educators. Our key person system supports this by:

Encouraging regular communication and feedback
Sharing observations and assessments
Inviting families to participate in their child's learning and development
Respecting cultural and individual preferences

Monitoring and Review

The key person system is monitored by the Nursery Manager and reviewed regularly to ensure effectiveness.

Supporting Attachments Beyond the Key Person

While each child is assigned a key person to provide consistent care and emotional support, we recognise the importance of children forming secure attachments with all staff members. This broader network of relationships helps ensure that children feel safe, valued, and always supported, especially in instances where their key person may be absent.

Confidentiality and Safeguarding
All information collected by the key person is handled in line with our Confidentiality and Safeguarding policies.
Concerns about a child's welfare will be reported immediately in line with our Safeguarding Procedure