

The Cottage Nursery Key Person policy

At The Cottage Nursery we believe that it is really important for young children to have a Key Person. The Key Person is there to help each of his/her key children feel special, valued and treated as an individual.

We believe our Key Person approach enables and supports a professional attachment between individual children and individual practitioners within the setting.

Within The Cottage Nursery we are committed to ensuring each child is assigned a Key Person as required by The Early Years Foundation Stage statutory framework 2025.

The Key Person approach enables each child to develop a genuine bond, a settled and close relationship with a key adult. The Key Person will help each child to respond appropriately to their feelings, ideas and behaviour.

The Key Person will:

- Listen to and communicate with each child and their family.
- Respect and adhere to each child's needs as an individual.
- Be honest, professional, approachable and respect confidentiality.
- Be there for each child when needed by providing comfort and support.
- Take a special interest in their learning and well being.
- Respect each child's beliefs, culture and family way of life.
- Provide support or guidance where needed.
- Challenge and stimulate children through planned next steps and activities to encourage learning and development across all areas of learning in line with our curriculum.

The key person is responsible for:

- Keeping developmental records and updating these regularly.
- Sharing information regarding a child's development and wellbeing with the child's parents.
- Completing assessments such as two-year checks, school reports and termly trackers.

Practitioners who take on the role of Key person are entitled to:

- Support from managers and room supervisors
- Respect from colleagues and parents
- Guidance and training

Each Key Person will have a "Key Person buddy" who will also know that child and work closely with them, so in the event that they are absent, the children will have a close relationship with another member of staff and will continue to have their needs met.

This policy was reviewed on 12.11.2025
Signed on behalf of The Cottage Nursery
