



## **King Offa Primary Academy**

Knowledge, Opportunities, Pride, Achievement

### **Key Person Policy**

Date: September 2025

Review: September 2026

At King Offa Primary Academy 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 child and their family, track their development and ensure consistency of care.

## **Purpose of the Key Person**

The key person 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







