



# THE KEY PERSON APPROACH

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## POLICY STATEMENT

At Burnholme Nursery, we recognise the importance of secure attachments in early childhood. We adopt the **Key Person Approach** as a fundamental part of our practice, ensuring every child develops a close relationship with a familiar adult who understands and meets their individual needs.

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## WHAT IS A KEY PERSON?

A **Key Person** is a named practitioner who has special responsibility for a particular child. They are chosen based on the **natural bonds formed** during settling-in sessions and early interactions.

The Key Person is responsible for:

- Building a strong, trusting relationship with the child.
  - Developing a **professional partnership** with the child's parents or carers.
  - Providing continuity of care, particularly during transitions and settling-in.
  - Observing, assessing, and planning for the child's learning and development in line with the **Early Years Foundation Stage (EYFS)**.
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## ROLE AND RESPONSIBILITIES

The Key Person:

- Offers the child **security, reassurance, and emotional support**.
  - Will usually be the one to **comfort, feed, change nappies, and settle the child to sleep**, creating familiarity and consistency.
  - **Monitors the child's progress** and updates their development records regularly using the **Famly app** in accordance with the EYFS framework.
  - Plans activities and learning experiences based on the child's **individual needs and interests**, ensuring inclusion and personalised learning.
  - Communicates regularly with parents to provide updates, share observations, and discuss progress or concerns.
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## CONTINUITY AND COVER

If a child's Key Person is absent or on leave, a '**buddy system**' is in place. A familiar practitioner who works closely with the child will take on their care needs to maintain consistency. The buddy will be familiar with the child's routines, interests, and preferences, and will support them until the Key Person returns.

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## KEY PERSON PRACTICE IN DAILY ROUTINES

- Key Persons change nappies and provide intimate care at regular intervals (every 2–3 hours or as needed).
  - Babies and young children are cared for by familiar staff when waking from naps, being fed, or comforted, supporting their **emotional regulation and sense of safety**.
  - Daily routines are flexible and responsive to individual children's needs, particularly for those under two years old.
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## MANAGEMENT AND OVERSIGHT

- All practitioners (including apprentices, Deputy Manager and Supervisor) are expected to take on Key Person responsibilities as part of their role.
  - The **Nursery Manager** will monitor the quality and consistency of developmental records and family communication via the **Famly app**.
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## TRANSITIONS AND CHANGE MANAGEMENT

We are committed to handling transitions sensitively. If a Key Person leaves or changes rooms, we will ensure:

- A **gradual handover** to the new Key Person.
  - Continuity of information and emotional support for the child.
  - Open communication with the parent to minimise disruption.
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## ONGOING EVALUATION

The Key Person system is reviewed regularly as part of our continuous improvement cycle. We welcome feedback from parents, staff, and children to ensure the approach remains effective and child centred.

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## REVIEW DETAILS

Policy Reviewed by **Nursery Manager**