



Key Person Policy

First Steps Day Nursery runs a key person system and each child is assigned a key person when they First Steps. The key person system helps to build positive relationships with the child and between the parents/carer and staff. The key person will change as the child moves rooms through the nursery. The key person will be chosen if there is an existing bond or the person who works the most amount of sessions the child attends nursery.

Roles of the Key Person

- To help the child to settle and get to know the routines of the nursery.
- To keep the parent/carer informed of the child's development as they settle into the nursery.
- To ensure that a range of appropriate activities are offered to the child.
- To build a relationship with the child and offer encouragement, advice and guidance.
- To share with the parent/carer relevant information about the child and to build relationships with them.
- To keep the parent/carer informed of their child's development and complete their online Tapestry observations and assessments.
- To speak to the parents with any development concerns

The parent/carer will be informed of their child's key person when they start nursery and is usually the person who will help settle the child when doing their settling in visits. The key worker will speak to parent/carers to find out relevant information regarding routines, likes/dislikes and allergies.