The Meadows

Cheeky Chimps Childcare

# Key person policy

A Key person's role is to establish and maintain a strong relationship with a child and their family. We encourage children to help to choose their own key person where possible, this is done by seeing who the child has made a good bond with during their visits. This helps the child to feel secure in the setting as well as establishing a primary point of contact for the child's family. Having a key person helps to ensure that there is good parent partnership, and the key person is to liaise with parents/carers about the child on a day-to-day basis and gather information on the child when they start.

Within The Meadows, a key person will be assigned to a child within 2 weeks of the child starting. We also offer all children two hours free settling in sessions to support a child's transition into nursery. The two-hour settling in session is booked once the contract has been returned and booked the week before the child starts nursery, parents can decide to do x2 1 hour settling in session or two hours together. Parents/carers are welcome to stay however we do recommend for the child to attend a least one hour without the parent/carer for parents/carers and the children to get use to been left at the nursery. The nursery understands how difficult it can be to leave your child, we welcome parents/carers to contact the nursery via the phone or via the famly app throughout the day if they wish to check on their child.

The key person will then work to develop a good bond with the child and gather information about their development. All staff within the room will also establish a bond with the children and support the child where needed. They may also carry out nappy changes on all children as well as observations and support with toileting. This helps the child to have other bonds within the room in case their key person is not in.

The role of the key person is (if the key person is not in, this may be another member of staff or key buddy):

- To feedback to parents/carers about the child's day (Once trained to do so)
- To introduce themselves to the parents/carers as the child's key person.
- To attend to the child's needs such as nappy changing times, meals and toileting needs.
- To have parent/carer meetings at least twice a year to discuss child's development.
- To plan for the child based around their interests, complete observations, and complete assessments.
- Support the child's overall development.
- Work alongside parents/carers to ensure good communication and that the child is getting their needs met.
- Inform other staff within the setting or room about any relevant information regarding the child.
- When a child moves to a different room, the child's key person will share information about the child to the new room leader. This will also be shared with the parent/carers of the child to smooth the child's transition to another room.

Gemma Farrar 13.9.2026 Review 13.9.2027


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