

Key Person procedures

We want every child to feel safe and confident here at Squirrels Nursery creating a special relationship with a key person. We create a welcoming environment where children settle quickly, providing individual care to the child by working closely with parents. We recognise that for some children and parents, starting a new setting can be a worrying time. We make sure we have robust settling in procedures and a key person approach for us to get to know the child and parents, giving them the reassurance to feel safe.

Buddy System

The key person and buddy system makes sure that your child has two people that they can go to if they need help. It also means if one is off sick or on holiday, there is always an adult in the setting with a particular responsibility for your child.

As outlined in the EYFS: 'Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with parents.' (EYFS, 2012, p.18)

Implementation

- We start the settling in process before entry as we recognise this as a crucial time to build relationships and establish a two-way dialogue.
- We provide parents with all the relevant information before a child starts.
- Induction Day – to meet all the early years team, find out about the policies and procedures as well as the curriculum. Parents may also walk around the setting.
- All relevant policies and procedures are explained during information sharing opportunities, also all policies are available on request and the administration packs.
- We explain the settling in process to parents however, we are flexible to meet the parent's and child's needs. We recognise that different children have different ways to be settled/ the length of the process may be different, but we work with the parents to devise a strategy together.
- Opportunities are available for the child, with the parent to visit prior to starting.
- Parents may stay and play if they wish. We encourage at least one visit but cater to the individual child. This visit provides an opportunity to get to know the staff, talk about the individual child, any particular needs and familiarise themselves with the setting.
- Parents are asked to complete registration forms and 'All about me' sheets, for the adults to get to know and help the child to settle more easily.
- Every child in Nursery is assigned a key person during the initial stages who helps the child to become familiar with the setting and develops a close relationship with them and the parents.

- Each adult has a small group of children with whom they spend group learning time with. They really get to know the children in their group and build close relationships with these children as well as their key person. The key person provides the care, individual attention and support that the individual child requires.
- During the settling-in period the key person spends time with the child; getting to know the child's interests and personality.
- The key person provides lots of group opportunities to develop the children's Personal, Social and Emotional Development skills.
- If the child is distressed in the morning, parents are welcome to phone the nursery to see how their child is settling in during the session.
- The key person is there to meet the child's needs. – e.g. personal needs such as toileting, providing comfort if they are upset; supporting them with their independence skills such as dressing, undressing, supporting their behaviour.
- The key person is the main point of contact with the child's parents by liaising and talking with them about the child. The key person also takes responsibility for the group's learning journeys. They carry out observations of their children and together with the parents create this portfolio which is regularly shared via an online application designed for Early Years Learning called "Tapestry". Progress is regularly discussed, and reports are produced to share with parents.
- Times are planned during the settling in period and throughout the time that they are with us to talk with the parents to get to know the child well.
- Together with the other early years staff, observations are shared in order to plan for the child's next steps.

Created 23/06/2022

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Reviewed 17/07/2025 D.Caliskan To be reviewed annually