



BUXTON NURSERY

Key Person Policy

At Buxton Nursery each child is 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 their parents.

We inform parents and/or carers of the name of the key person and explain their role when the child starts attending at the nursery. We choose the key person on a number of factors, including key person of siblings, staffing and preferences of parents and of course the child.

We work closely with the parents supporting them and guiding their child's development at home. We aim to provide the same key person for siblings as they start the nursery.

It is the responsibility of the key person to complete the child's learning journey on Tapestry. To make observations, take photographs and record the information onto our progress matters form. The key person will help families engage with more specialist support if appropriate.

Policy adopted on _____

It will be reviewed on _____

Signed _____ (Manager)