



JAMmy Tots Nursery – Key Person Policy

Date: April 2026

Manager / Responsible Person: Jenene Morgan

Next Review: April 2027

1. Purpose

The purpose of this policy is to ensure that every child at JAMmy Tots Nursery has a designated **Key Person** who is responsible for building a secure, trusting relationship with the child and their family. The Key Person supports the child's emotional, social, and developmental needs, helping them to feel safe, confident, and ready to learn. This policy aligns with:

- **EYFS 2025**
- **KCSIE 2025**
- **Ofsted Early Years Inspection Guidance**

2. Scope

This policy applies to:

- All children enrolled at JAMmy Tots Nursery
- All nursery staff and volunteers involved in childcare
- Parents and carers

3. Policy Statement

JAMmy Tots Nursery is committed to:

- Ensuring every child has a Key Person to support their care and development
- Promoting strong partnerships between staff and parents
- Providing continuity and consistency in children's daily experiences
- Recognising the individual needs and personality of each child

4. Roles and Responsibilities

Key Person:

- Develops a secure, trusting relationship with the child and their family
- Knows the child's individual routines, preferences, and needs



- Observes and records the child's development and progress
- Plans activities and support tailored to the child's interests and abilities
- Acts as the first point of contact for parents regarding their child's wellbeing and development
- Supports children during transitions, settling-in, and room moves

Owner (Jenene Morgan):

- Assigns Key Persons to each child
- Ensures staff are trained in the Key Person approach and EYFS principles
- Monitors the effectiveness of Key Person responsibilities
- Supports staff in liaising with parents and addressing concerns

Staff:

- Work collaboratively with Key Persons to maintain consistency
- Respect confidentiality and sensitive information shared by parents
- Observe children and contribute to development records under the guidance of the Key Person

Parents / Carers:

- Communicate openly with the Key Person about their child's routines, health, and interests
- Engage in discussions about development and progress
- Support strategies implemented by the Key Person to enhance learning and wellbeing

5. Key Person Approach

- Each child is assigned a Key Person on their first day
- Key Person-to-child ratio follows EYFS guidelines to ensure individual attention
- Key Person maintains detailed learning and development records, including observations, milestones, and interests
- Regular meetings with parents to discuss progress, concerns, and next steps
- Supports transitions such as settling-in, room moves, or starting school



6. Supporting Emotional Wellbeing

- Key Persons help children develop secure attachments
- Children are encouraged to express feelings, make choices, and gain confidence
- Key Persons observe behaviour and emotional responses, identifying children who may need additional support
- Collaboration with SENCO and external professionals if additional emotional or developmental support is needed

7. Planning and Observations

- Key Persons plan activities tailored to the child's interests, developmental stage, and learning goals
- Observations are documented and used to update individual learning plans
- Key Persons liaise with other staff to ensure continuity of care and consistency across daily routines

8. Parental Partnership

- Key Person communicates regularly with parents, providing updates on care, routines, and development
- Encourages parents to share information about life at home that may support learning and emotional wellbeing
- Engages parents in goal setting, reviewing learning plans, and discussing strategies for development

9. Monitoring and Review

- Manager monitors Key Person assignments and ensures coverage is maintained
- Staff receive support and guidance on effective Key Person practices
- Policy reviewed annually or when there are changes in EYFS guidance, staffing, or nursery practice
- Feedback from parents is incorporated into continuous improvement of the Key Person system



10. Conclusion

The Key Person approach at JAMmy Tots Nursery ensures that every child experiences continuity, care, and personalised support. By fostering strong relationships between children, parents, and staff, the nursery promotes emotional security, confidence, and engagement, enabling children to thrive socially, emotionally, and educationally.