



## Key person Policy

### Statement of Intent

At Grove Villa Childcare , we believe that the **Key Person Approach** is the most effective way to ensure that every child develops a secure, trusting relationship with a significant adult within the nursery. Strong attachments support children's emotional wellbeing, confidence, and ability to thrive in the nursery environment.

### What is a Key Person?

A key person is a named practitioner who has special responsibility for a group of children. Each child is allocated a key person based on who they naturally bond with during their settling-in sessions. This practitioner will:

- Build secure, nurturing attachments with your child.
- Develop strong, professional partnerships with you as parents/carers.
- Support all aspects of nursery life, including settling-in, daily routines, and transitions.

We recognise every child's individuality, efforts, and achievements. Positive relationships between adults and children are essential for children's happiness, security, and development.

### Role of the Key Person

The key person provides reassurance, continuity, and a familiar presence throughout the day. They will usually be the practitioner who:

- Feeds, changes, and soothes your child.
- Supports them upon waking from a nap.
- Observes their play and learning.
- Plans opportunities and experiences that meet their needs and interests.

The key person approach operates within flexible routines that respond to the needs of individual babies and young children. Nappy changes, feeding, and comfort are provided when the child needs them, ensuring consistency and familiarity.



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### Buddy System

If your child's key person is absent or on leave, another practitioner who regularly interacts with your child will act as their **buddy key person**. This practitioner will:

- Know your child's routine.
- Provide continuity of care.
- Meet their emotional and physical needs.

This ensures that your child always has a familiar adult who understands their individual needs and can share information with you about their day.

### Supporting Learning and Development

Key persons observe children during play to understand their interests, developmental needs, and emerging skills. These observations inform planning, ensuring that each child receives meaningful, responsive experiences that support their progress.

### Conclusion

The Key Person Approach ensures that every child feels secure, valued, and cared for. Through consistent relationships and responsive interactions, children develop confidence, independence, and a strong sense of belonging within Grove Villa Childcare .

This **Key Person Policy** Is effective from: 01/09/2026 until further notice.

I have read and been informed about the content, requirements, and expectations of the **Key Person Policy** for employees at Grove Villa Childcare .

I have received a copy of the **Key Person Policy** and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare .

I understand that if I have questions, at any time, regarding the **Key Person Policy**, I will consult with my immediate manager / supervisor.

Please read the **Key Person Policy** carefully to ensure that you understand the policy before signing this document.

|           |           |      |
|-----------|-----------|------|
| Full Name | Signature | Date |
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