



## **Key Person Policy**

At Sweet Peas Nursery we recognise that parents/carers are the most important people in the lives of their children. We see that it is of vital importance that there is an identified member of our team that both the child and parents/carers can develop a close professional relationship with, which allows warm attachments to develop and gain continuity, security and significance to their present lives.

The key person is the first person that the child learns to relate to in the setting. In time, they build relationships with other team members working in the nursery. The role of the key person is to develop with both the child and parents/carers a trusting, caring and sensitive relationship.

The key person will build an emotional attachment with each child in their key group. They will know their individual routine as well as their likes and dislikes. They will spend quality time with the child, playing with them and taking their learning forwards.

The key person takes on many important functions such as easing separation from the parents/carers, meeting the individual needs of the child, sharing information with parents/carers, completing accurate assessments and timely record keeping.

A child's key person is also there to answer any questions or concerns parents/carers may have alongside our senior team.

