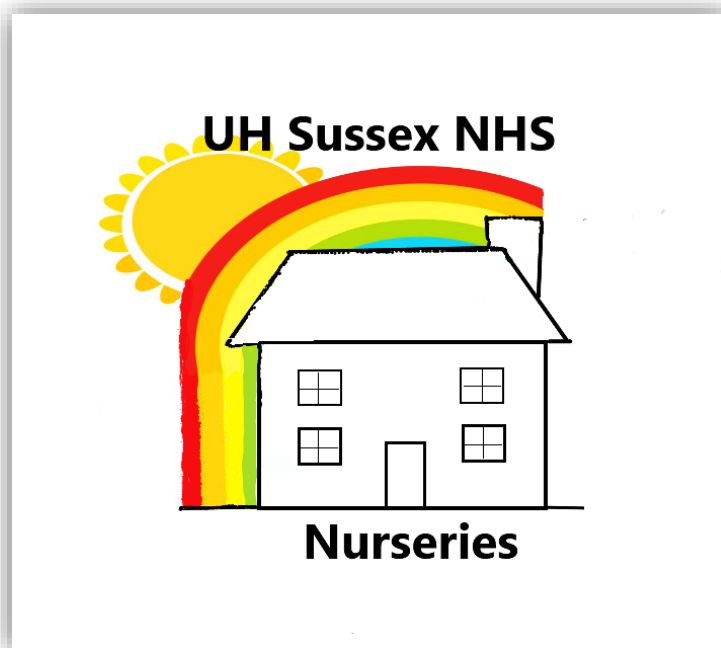


TRUST POLICY

Nursery Handbook – Key Person Policy



Approval		
Director approval	Date approved:	13 th March 2026
Ratification		
Trust Management Committee	Date approved:	22 nd July 2026
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Version	Date	Author	Status	Comment
1.0	February 2026	Tracey Gregory	LIVE	New trust wide policy
2.0				
3.0				
4.0				

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1. Policy Statement

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 their parents and/or carers. They should also help families engage with more specialist support if appropriate

3.41 Early Years Foundation Stage Statutory Requirements 2025

The primary role of the key person is to meet the physical, emotional and cognitive needs of each child to ensure their developmental and welfare needs are met. The key person should form a close working relationship with the parent or carer in order to assist and support with settling and transitional periods.

University Hospitals Sussex NHS FT nurseries are committed to providing all children with a happy, settled and safe environment. To ensure a child and his/her family feels welcome, secure and valued during their time within the nurseries a 'Key Person' is allocated.

2. Our Aim

A staff member from the playroom will initially lead the family induction to the nursery i.e. the Room Leader. After a settling period, a member of staff from the playroom will be assigned as the child's 'Key Person' and is responsible for overseeing the settling period, child's nursery experiences and initial information gathering process.

We promote the role of the Key Person as the child's primary carer in the setting and the main point of contact for the parent or carer. The Key Person is to develop a good communicative relationship to ensure the interests and welfare of the child is met.

The role involves making observations, assessments and keeping records of the children's development and sharing this information with the parent or carer and other professionals.

The Key Person offers unconditional regard for the child and is non-judgemental.

The Key Person takes the main responsibility for the health and wellbeing of their key children.

The Key Person makes a special relationship with the child to help ensure that the nursery is a worthwhile and happy experience for them.

Key Person will also observe other children through play to meet their developmental and emotional needs.

The Key Person will do a variety of shifts throughout the operational hours of the service; therefore, will not always be available for the full length of a child's session.

Other nursery staff will inform the named Key Person of any concerns regarding a child if appropriate.

A second Key Person is introduced in the rooms, so the child and parent or carer has a key contact in the absence of the main Key Person.

The Nursery Manager or Deputy Nursery Manager is available throughout the day if you have any concerns or queries.

The Key Person does not move through the nursery with the child however will support with transition process and provide information to the next assigned Key Person.

3. Links to other Trust policies

UHS Nursery Parent & Carer Partnership Policy
UHSN006 Nursery Handbook - Admissions Policy
UHSN015 Nursery Handbook - Learning, Play and Care Policy
UHSN008 Nursery Handbook - Safeguarding and Child Protection Policy