



# First Steps Children's Nursery & Forest School

## Key Person Policy

We recognise the importance of having a 'key person' for each child. We understand it to be vital in their nursery experience helping both the child and parent/carer to settle.

We also recognise the importance of this key person in the personal, social and emotional development of the children.

The following steps will be followed to put this into place:

- Each child will be allocated a key person after they have completed their initial settling in session
- Parents will have at least one meeting with their child's key person prior to starting nursery to ensure that all information has been passed on
- Each 'key group' will have a set time together everyday to help develop attachment
- Any information regarding the child should be passed through and directly to the key person
- Each key person will have a 'key buddy' to ensure that the children have someone at both ends of the day with who they are closely bonded
- Parent consultations will take place with key persons throughout the year
- When moving to a new group the child will be accompanied by their key person for short trial periods until new attachments are found
- All staff and parents will be supported if a child should become to dependent on their key person particularly through periods of transition