



## Little Acorns Nursery at High Halden

Church Hill, High Halden  
Kent TN26 3JB  
Telephone 01233 850113

### Key Person Policy

#### Policy Statement

At Little Acorns Nursery we want children to feel safe, happy & stimulated, also to feel secure and comfortable with staff and to receive the care and learning experience tailored to their needs. We also want parents/carers to be active partners with the Nursery.

We believe that children settle best when they have a Key Person to relate to, who will provide a secure relationship with them and their parents/carers, and who will instil confidence.

#### Procedures

Each child is allocated a Key Person when they start at the nursery (please see Settling In Policy).

The Key Person:

- Is responsible for the induction of the family and for settling the child into our setting.
- Offers unconditional regard for the child and is non-judgemental.
- Works in partnership with the parent/carer to plan and deliver their child's care and learning, tailored to their needs. They also encourage and support parents/carers in guiding their child's development at home.
- Acts as the key contact for the parents/carers and has links with other carers involved with the child, such as a childminder, and also co-ordinates the sharing of appropriate information about the child's development with those carers.

- Is responsible for developmental records and for sharing information on a regular basis with the child's parent/carer. They keep those records up-to-date, reflecting the full picture of the child in our setting and at home.

**This policy was adopted at a meeting of Little Acorns Nursery**

**Date to be reviewed .....**

**Signed on behalf of the management committee .....**

**Name of signatory .....**

**Role of signatory (e.g. chair/ owner) .....**