



Key Person Policy

The Wooden Horse nursery aims to allocate a key person to children who will ensure their individual needs are met and will share information with parents/carers. Building a genuine bond with a key person will help to ensure that each child feels safe and secure within the nursery and can play and explore with confidence.

Each key person will ensure that the baby or child becomes familiar with the nursery, enabling them to feel confident and safe, and develop a bond with the child (and also the child's parents) offering a settled and close relationship.

The child's key person will meet the needs of each individual child in their care, and respond sensitively to their feelings, ideas and behaviour. The key person of the child will encourage the children and their families to become familiar with the setting by showing them routines and procedures that we have in place, during the settling in period.

Each child's key person will ensure the child is developing meaningful relationships. During initial visits to nursery the key person will talk to the parents/carers and discuss the child's likes and dislikes. On entry parents are asked to complete a booklet called 'all about me' which gives information about family etc.

At the Wooden Horse we hold yearly parents evenings for parents/carers to attend. More informal discussions regarding a child's development or progress can be organised by arrangement with their key person. Your child's key person is available to talk on a daily basis if you have any questions or concerns.

This is a working document
September 2019