

Kush Montessori Nursery

Key Person Policy

Policy Statement

Kush Montessori recognises the importance of a secure, trusting relationship between children and practitioners. In line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and Ofsted requirements, every child attending the setting is assigned a Key Person to ensure their care, learning and development needs are effectively met.

The Key Person system supports children in becoming familiar with the setting, building secure attachments, and promoting their emotional wellbeing.

Aims

The aims of the Key Person system are to: - Help children feel safe, secure and valued within the nursery - Build strong, trusting relationships with children and families - Support children's emotional wellbeing and independence - Ensure each child's care and learning needs are consistently met - Provide a link between home and nursery - Monitor and support children's learning and development in line with EYFS

Key Person Allocation

- Each child is assigned a Key Person before or upon starting at Kush Montessori.
- Parents/carers are informed of their child's Key Person during the settling-in period.
- A Buddy/Co-Key Person is also allocated to provide cover during staff absence.
- Key Person allocations are reviewed regularly to ensure children's needs are best met.

Role & Responsibilities of the Key Person

Settling-In Support - Support children and families during the transition into nursery - Plan and carry out settling-in sessions - Provide reassurance to parents/carers

Building Relationships - Develop a warm, responsive and nurturing relationship with the child - Act as the child's main emotional support within the setting - Promote the child's confidence and self-esteem

Care Needs - Oversee the child's daily care routines (feeding, toileting, sleep, hygiene) - Ensure individual care plans are followed where required - Monitor health, dietary and medical needs

Learning & Development - Observe, assess and track the child's development in line with EYFS - Identify next steps in learning - Plan activities based on the child's interests and developmental stage - Complete progress checks (including the 2-year check where applicable)

Record Keeping - Maintain accurate learning journals and care records - Share records with parents/carers regularly - Ensure confidentiality of all information

Working with Parents & Families

- Build positive partnerships with parents/carers

- Keep parents informed about their child's progress and daily routines
- Encourage parental input and engagement in their child's learning

Monitoring & Review

- The Key Person system will be reviewed annually or as required
- Staff performance and suitability for the Key Person role will be monitored
- Adjustments will be made to allocations to ensure children's needs are met

Policy Approval

Approved by: Aisha Idris Mahama

Date: February 2026