



Gidea Park

PREPARATORY SCHOOL AND NURSERY

Key-Worker Policy (Nursery)

June 2026

At Gidea Park Preparatory School and Nursery, we believe that the Key Person approach is the most effective way of ensuring that the children develop a strong relationship with a significant adult in the nursery.

What is a key person?

To ensure every child in the nursery is given the appropriate level of attention and care, a key person is appointed for each child, this will be determined by who the child bonds with the most on their settles/ first few sessions. Your child's key person will develop secure attachments with your child and a strong professional partnership with yourself, the parents will support all aspects of nursery life, including settling in and transition times. We recognise every child's individuality, efforts and achievements and believe that relationships between adults and children are crucial for the child's happiness and security. The key person approach gives every child the reassurance to feel secure and cared for, helping them to become familiar with the nursery environment and to feel confident and safe within it.

The Key Person will offer security, reassurance, and continuity, and they will be usually the ones to feed, change and soothe your child in the first few months of your child's nursery transition. If your child's key person is on leave or absent, we have practitioners who regularly interact with the children to cover on a buddy system. The cover key person will know your child's routine and take care of their needs.

- They are in the best position to understand your child's individual needs and to share information with you about your child's experiences in nursery.
- They will observe them in their play so that they can plan future opportunities and experiences to the best ability to meet their needs and interests.

The key person approach operates within routines that are flexible to the needs of the individual child. Very young children need to become familiar with the voice and face of the familiar person whom they have made a bond with, in order to feel secure.

Management of key persons

All staff working with children in the rooms (practitioners, deputy manager and possible apprentices) are required to assume key carer responsibilities. The manager, will oversee the key person responsibilities of the staff in the rooms. The nursery manager will monitor the children's records of development online on our Family app under the EYFS to ensure they are regularly updated and to an appropriate standard. The nursery is fully committed to continually evaluating its key person practice, managing changes and transitions as sensitively as possible.