



4.1 The Role of the Key Person and Settling-In

1) Purpose

Every child must have a key person. The key person approach helps children feel secure, supports parents, and builds strong relationships that help children settle and learn.

2) Main rule / nursery commitment

- A key person is allocated before the child starts.
- The key person is the child's main carer within the nursery and the main contact for parents.

3) Procedures / what staff must do

- The key person supports family induction, settling-in, registration and consent forms.
- The key person explains key policies, especially safeguarding and the Prevent Duty, and works with parents to plan personalised care, wellbeing and learning.
- The key person maintains developmental records, completes termly assessments, updates learning journeys on Connect and shares progress regularly with parents.
- The key person liaises with other carers and professionals involved with the child and supports relationships within the key group.
- Before starting, parents receive written information, displays, handbooks and opportunities to meet staff, including room move and school transition discussions.
- The settling-in process uses pre-start visits and early sessions to build a secure relationship. The nursery does not believe leaving a child to cry helps them settle and may delay attendance without a parent/carer if the child is too distressed.
- Children are considered settled when they seek comfort from the key person, know where things are, enjoy seeing other children and participate in activities.
- Within 4-6 weeks of starting, the nursery and parents begin the child's record of achievement.

4) Progress check at age two

- The key person completes the progress check at age two in line with local procedures and A Know How Guide: The Early Years Foundation Stage progress check at age two.
- The check identifies areas of strength, areas where progress is less than expected, and actions agreed with parents, including work with other professionals where appropriate.
- The key person plans activities in nursery and supports parents to help at home.

5) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: May 2015
- Date last reviewed March 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon
- Role: Manager

