The Lloyd Williamson Nurseries

Key Person Policy

2026-2027

Updated by Ramona Cristea and Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

At The Lloyd Williamson Nurseries, we recognise the importance of each child feeling secure, happy, nurtured and welcome at school. At our nurseries each child is allocated a ‘Key Person’, each child is also supported by all teachers in their classroom in order for positive bonds to be created throughout should their key person not be available.

The following responsibilities are subject to the Key Person being available to care for their key children; in their absence a familiar person will take their place.

All children and Key People at our nurseries are overseen by a senior Room Leader who is in charge of each classroom.

A Key Person's responsibilities include:

1. Introducing a new child to their class room and liaising with parents and carers about the child's individual needs, interests and routines.

2. Building a secure and trusting relationship with their key child and their parent or nominated carer in order to create the best start to their early educational years.

3. To greet and settle each key child on arrival and to ensure that any messages are recorded and passed on to relevant staff.

4. To provide daily feedback (written or verbal depending on the class).

5. To change nappies, manage toileting and changing of clothes and any other personal needs.

6. To maintain each child's developmental records and observations, ensuring that observational needs are integrated into the classroom planning with support from the Room Leader.

7. To comfort their key child when distressed or in need of support.

8. To arrange meeting with parent’s termly to discuss child’s development as well as maintaining an open door policy to any meetings that may need to take place outside of planned termly meetings.

Updated 14.10.2026

Lucy Meyer

Appendix 1. List of statutory policies and procedures for the EYFS

This isn't an exhaustive list of policies and only includes policies specific to the EYFS. For a full list of our policies, see www.lloydwilliamsonnurseries.co.uk/policies

Statutory policy or procedure for the EYFS	Where can it be found?
Safeguarding policy and procedures	See Safeguarding and Child Protection Policy
Procedure for responding to illness	See Health and Safety Policy
Administering medicines policy	See Supporting Children with Medical Needs Policy
Emergency evacuation procedure	See Health and Safety Policy
Procedure for checking the identity of visitors	See Safeguarding and Child Protection Policy
Procedures for a parent/carer failing to collect a child and for missing children	See Safeguarding and Child Protection Policy
Procedure for dealing with concerns and complaints	See Complaints Policy