

Staffing & Key Person Policy & Procedure

Policy statement

At Goldilocks Nursery we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. We are committed to the key person approach, which benefits the child, the parents, the staff and the setting. It encourages secure relationships, which support children to thrive, give parents confidence and make the setting a happy place to attend or work in.

In addition, we provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that children have sufficient individual attention and that care and education are of a high quality. Our staff are appropriately qualified, and we carry out enhanced DBS and barred list checks as required.

Procedures

Staffing Ratios and Qualification Requirements

We follow the EYFS staffing ratios as set out in the statutory framework September 2025, with qualification requirements in line with the Early Years Qualification Requirements and Standards

- **Children under two years of age: 1 adult: 3 children**
 - At least one member of staff holds a full and relevant Level 3 qualification and has suitable experience with under-twos.
 - At least half of all other staff hold a full and relevant Level 2 qualification.
 - At least half of all staff have received training that specifically addresses the care of babies.
 - Where there is an under-two-year-olds' room, the person in charge has suitable experience of working with under-twos.
- **Children aged two years: 1 adult: 5 children**
 - At least one member of staff holds a full and relevant Level 3 qualification.
 - At least half of all other staff hold a full and relevant Level 2 qualification.
- **Children aged three years and over:**
 - Without a Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status Practitioner present: 1 adult: 8 children.
 - When a Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status Practitioner is working directly with children: 1 adult: 13 children, and at least one other member of staff must hold a full and relevant Level 3 qualification

- Only those aged **17 years or older** are included in ratios. Students on long-term placements and regular volunteers may be included **if competent and responsible**.
- A minimum of **two staff/adults** are on duty at any one time; one of whom is the manager or deputy.
- Our manager deploys staff to ensure ratios are always maintained and children are always within sight or hearing of staff.

Deployment and Supervision

- Staff, students, and volunteers inform colleagues if they leave an area, stating where they are going.
- Staff maintain their focus on the children at all times and avoid non-work-related conversations while supervising or engaging with them.
- Staff always maintain required ratios at the tables while children are eating. In line with safer eating practices, staff ensure their full attention is on the children throughout mealtimes, actively supervising to prevent food sharing, monitor for allergies, and respond quickly to any signs of choking or distress.

Training, Recruitment and Safeguarding

- All staff receive an induction and ongoing training, including safeguarding training that is refreshed every two years, First aid, child protection, food hygiene.
- We adhere to safer recruitment practices, ensuring that references are obtained and verified prior to any offer of employment being confirmed.

Key Person Procedures

Allocation and Responsibilities

- Each child is allocated a key person prior to starting at the setting.
- The key person supports the family through the induction process, completing necessary documentation such as consent forms and the “All About Me” profile, while also explaining key policies and procedures.
- They build a trusting relationship with the child, showing consistent, non-judgemental care, and work in partnership with parents to create and implement a personalised plan that supports the child’s well-being, care, and learning.
- Acting as the main point of contact for the family, the key person is responsible for maintaining up-to-date developmental records, sharing regular updates with parents, and communicating with any other professionals or carers involved in the child’s development.
- They also foster positive peer relationships within their key group and spend dedicated time with the children in their group each day.

Settling-In Process

- Families are provided with both written and verbal information prior to their child starting, including details about the induction process and an explanation of key policies.
- A minimum of two settling-in sessions are offered, with the child’s hours gradually increased based on their individual needs and readiness.
- Parents are encouraged to say goodbye to their child and reassure them by explaining when they will return.
- A child is considered to be settled when they seek comfort from their key person, demonstrate contentment, and confidently engage with the nursery environment.
- We do not believe in leaving children to cry as a means of settling in; instead, we prioritise building emotional security and trusting relationships.
- Where a child becomes highly distressed, we may ask a parent or carer to remain on-site to support the settling process.
- Within the first six to eight weeks of attendance, parents will receive an assessment of their child’s progress, which may be shared either through a written report or a parent meeting, depending on the needs of the child and family.

Progress Check at Age Two & Kent Integrated Review Procedure

- The key person carries out the statutory Progress Check at Age Two, in line with the EYFS requirements. This includes a short written summary of the child’s development in the three prime areas of learning, highlighting both achievements and any areas where progress may be below expectations.

Integrated Review at Two (Kent Procedure)

- In Kent, the EYFS Progress Check at Age Two may be conducted as part of the Integrated Review at Two, which combines the early years foundation stage assessment with the Healthy Child Programme (HCP) health and development review.
- This integrated approach may involve:
 - A joint meeting between the child's key person, a health visitor, and the parents, ideally held between 26 and 29 months of age.
 - Sharing of the key person's progress summary alongside developmental and health information gathered by the health visiting team (including the ASQ-3™ assessment where applicable).
 - A collaborative discussion to identify the child's strengths, areas for support, and any emerging needs relating to learning, behaviour, communication, physical or emotional development.
- With parental consent, relevant information from the review is shared between professionals to support early intervention and holistic planning.
- The outcomes of the review, including any follow-up actions or referrals, are agreed with parents and contribute to both the setting's planning and wider support for the child's development.

Monitoring and Review

This combined policy will be reviewed at least annually or sooner if there are any further changes to the EYFS framework or related legislation. Any updates will be communicated to all staff and parents.