

Key Person

The purpose of a key person is to provide a consistent, nurturing relationship for a small group of children. This role is crucial as it helps children feel safe and secure, fostering emotional well-being and resilience. The key person caters to each child's unique needs and preferences, ensuring personalised attention and support. They also aid in the child's transition from home to the setting, reducing anxiety and promoting a positive experience. Serving as the main point of contact for parents/carers, the key person facilitates effective communication and builds a strong partnership. Additionally, they closely observe the child's progress, providing targeted support and tailoring activities to enhance their learning journey. This approach is based on attachment theory, emphasising the importance of secure attachments between children and parents/carers.

Meeting the requirements of the Early Years Foundation Stage (EYFS)

- Each child will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within it, and develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship. If a child does not bond with their initial key person this will be changed to the practitioner, they develop the best relationship with.
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- A child's patterns of attendance will be considered when appointing a key person.
- Little Stars will identify a key person for your child, and this will be assigned to your child's profile on Famly. This includes a picture.

The key person will;

- Actively build positive relationships with clear lines of communication between the children and their families
- Observe and plan for children's likes, interests and individual needs
- Ensure that children's physical needs are met sensitively
- Develop a secure and trusting relationship by learning key words and/or actions in a child's first language, or acknowledge their sounds and gestures
- Share the child's 'learning journey' regularly with parents, and value their written or verbal contributions during parent consultations.
- Support a child through transitional periods when changing settings or starting school, and during key milestone periods
- Develop trust to enable children's independence

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- Plan for all shared communications and transfer of documents when transition to a new key person or setting/school is due

Little Stars will;

- Ensure that the child's key person is available during new situations, or at times of anxiety or illness
- Provide regular support for key persons with their supervisor, or during staff meetings to ensure that there is time to reflect on issues or concerns of children and their families
- Hold regular parent's consultation throughout the year using an appointments system to ensure that every family has time for discussions with their assigned key person

This policy was adopted by: Michelle Hulse	Date: 19/02/2025
To be reviewed: February 2026	Signed: 