Key Person Policy

Policy Statement

At our setting, every child is assigned a Key Person to help ensure that each child's care and learning is tailored to meet their individual needs. The Key Person system helps children to feel safe, secure, and supported while promoting positive relationships with families and carers.

This policy is implemented in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, which states that every child must be assigned a Key Person to help ensure their care is personalised and to support strong partnerships with parents and carers.

Aim of the Key Person System

The purpose of the Key Person approach is to:

- Provide a consistent and secure relationship for each child.
- Support children in becoming familiar with the setting and developing confidence.
- Meet each child's individual care, learning, and emotional needs.
- Build positive and professional relationships with parents/carers.
- Support children through transitions and settling-in periods.
- Ensure children's development is monitored and supported effectively.
- Promote inclusive practice and equal opportunities for all children.
- Support planning based on children's interests, developmental stage, and individual needs.

Allocation of Key Persons

- Every member of staff will be allocated a Key Group of children.
- The size and composition of Key Groups will depend on:
    - Staff qualifications and experience.
    - Ratios and staffing arrangements.
    - The ages, stages, and individual needs of the children.
    - The room or area being used within the setting.
- A Co-Key Person will also be identified to provide continuity of care during staff absence, annual leave, illness, or training.

Responsibilities of the Key Person

The Key Person is responsible for:

Building Relationships

- Developing a warm, caring, and trusting relationship with their key children.
- Helping children feel emotionally secure within the setting.
- Supporting children during settling-in sessions and transitions between rooms or settings.

Working in Partnership with Parents/Carers

- Welcoming parents/carers and exchanging relevant information at the beginning and end of each session/day whenever possible.
- Sharing information regarding the child's care, routines, achievements, and wellbeing.
- Maintaining confidentiality and professionalism at all times.
- Attending parent/carer meetings and review sessions unless a significant reason has been discussed with management.

Observation, Assessment and Planning

- Carrying out regular observations of key children in line with EYFS requirements.
- Monitoring children's progress and identifying next steps in learning.
- Ensuring observations consider current circumstances, environmental changes, and the child's emotional wellbeing.
- Keeping each child's Learning Journey/Profile accurate and up to date.
- Planning activities and experiences that support children's individual interests and developmental needs.
- Raising concerns promptly with management and parents/carers where developmental delays or safeguarding concerns are identified.

Personal Care

- Supporting children's personal care needs, including toileting and nappy changing, whilst maintaining dignity, privacy, and hygiene procedures.
- Ensuring all personal care routines follow the setting's safeguarding and intimate care procedures.

Safeguarding and Welfare

- Being aware of and following all safeguarding, health and safety, and confidentiality procedures.
- Reporting any concerns regarding a child's welfare immediately in line with the setting's Safeguarding Policy.
- Ensuring children's emotional wellbeing is supported at all times.

Role of Students and Apprentices

- Students and apprentices may be allocated key children alongside a qualified member of staff.
- They must always work under appropriate supervision and guidance.
- Students are not permitted to have sole responsibility for children.
- Students may contribute to observations and planning as part of their training and development.

Monitoring and Review

Management will regularly monitor the effectiveness of the Key Person system through:

- Supervision meetings.

- Staff observations.
- Parent/carer feedback.
- Learning Journey reviews.
- Ofsted and EYFS compliance checks.

This policy will be reviewed annually or sooner if legislation or guidance changes.

Policy Written By: N Collins
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