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Key Person Policy

The key person role

All children are unique and the amount of time that a child takes to settle into our settings can vary enormously. Therefore, children will be given time to settle in at their own pace to make them feel welcome, safe and confident in a new environment.

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 settings. It encourages secure relationships which support children to thrive, give parents confidence and make the settings a happy place to attend or work in.

We want children to feel safe, stimulated and happy in the settings and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with our settings. We aim to make our settings a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

The key person's responsibilities

We allocate a key person before the child starts. They are responsible for:

- Providing an induction for the family and for settling the child into our settings
- Completing relevant forms with parents
- Explaining our policies and procedures to parents, focusing on policies such as safeguarding and our responsibilities under the Prevent Duty
- Offering unconditional regard for the child and being non-judgemental
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning
- Acting as the main contact for the parents
- Developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in our settings and at home
- Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.

We promote the role of the key worker as the child's primary carer in our settings, and as the basis for establishing relationships with other adults and children. The staff work very much as a team, and support one another in providing for the needs of every child, not just those for whom they act as play partners.

Last reviewed: September 2021

Date of next review: September 2022