



EYFS – Key Person Policy

WHAT IS A KEY PERSON?

In order to ensure every child in the EYFS is given the appropriate level of attention and care, a key person is appointed for each child. A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. The key person has special responsibilities for working with a small number of children and helps build and develop positive relationships with children and between parents, carers and staff.

MANAGEMENT OF KEY PERSONS

All staff working in the EYFS department are required to assume key carer responsibilities. The Manager will monitor children's records of development and learning under the EYFS and ensure they are updated regularly and to an appropriate standard.

PRINCIPLES

The principles will define for staff the roles and responsibilities of a key person and how those roles and responsibilities translate into practice. By sharing with and gathering information from parents / carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests.

This will enable staff to closely match provision to each child's individual needs.

The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/carer.
- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children both into the nursery and Reception and ultimately onto Year 1.
- To collect all relevant information about key children's specific needs from the parent/carer.
- To plan and provide a range of stimulating and age-appropriate activities for key children to assist with their learning and progression.
- To continually assess key children and relate the assessment to EYFS planning.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.



THE ROLE OF THE KEY PERSON

- The key person will help to ensure their key children feel safe, secure and confident, if they are to develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- The key person is also responsible for all the children in their care.
- Discuss development concerns with parents and contact appropriate professionals with parents' consent.
- To ensure that parents/carers are kept informed of the child's day to day experiences.
- The key person will assist the parent/carer and child with the settling process, taking time to listen to questions, and provide answers.
- The key person will be planning for their key children during activity times. This is a good opportunity to feedback assessments into the child's EYFS planning needs. The key person is responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Matters guidelines. The observations will be used to inform planning about how to enable children to progress.
- When the child is due to leave EYFS, the key person must ensure that their learning journey profile is fully up to date and that it is handed to the child's parent.

Read Academy is fully committed to continually evaluating its key person practice, managing changes and transitions as sensitively as possible and ensuring each child feels special and has the opportunity to develop an attachment.

Reviewed: September 2022

Next Review Date: September 2023