

Key Person Policy

Introduction

We aim to make the Pre-school 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.

We would like children to feel safe, stimulated, and happy in Pre-school and to feel secure and comfortable with the staff. We aspire to replicate this with parents, to have confidence in both their child's well-being and their role as active partners with the Pre-school.

We consider that children settle best when they have a Key Person to relate to, who gets to know them and their parents well and who can help meet their individual needs. Research shows that a Key Person approach benefits the child, parents, staff and the Pre-school by providing a secure relationship in which children thrive, parents have confidence, staff are committed, and the Pre-school is a happy and dedicated place to attend or work in.

This policy is written in line with sections 1.19 of the Statutory Framework for the Early Years Foundation Stage.

Allocation

At Little Stars a Key Person is allocated for each child.

Where possible, we will allocate a Key Person to each child before they start, these will be allocated with the assistance of the Staff Rota days. Where possible the Key Person will welcome the child and their family on Pre-visits, along with the subsequent settling into the Pre-school.

Key Person Role and Responsibilities

The Key Person's role is set out in the Welfare Requirements of the Early Years Foundation Stage. The Key Person has special responsibilities for working with a small number of children, giving them reassurance to feel safe and cared for and building relationships with their parents. They will help the child become familiar with the Pre-school and to feel safe and confident.

- The Key Person offers unconditional regard for the child and is non-judgmental.
- The Key Person will work with the parent to set up and deliver a personalised plan for the child's well-being, care and learning.

- The Key Person will act as key contact for the parents and will have links with other carers involved with the child, such as childminder or grandparents, coordinating the sharing of appropriate information about the child's development.
- The Key Person is responsible for 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 the Pre-school and at home.
- The Key Person will encourage positive relationships between other children in the setting, spending time with them each day.
- The Pre-school will promote the role of the Key Person as primary carer at Pre-school and as the basis for establishing relationships with other staff and children. However, children are cared for in a holistic manner, the whole nursery is responsible for caring for each individual child whilst in their care.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Key Person Policy (v1.0)	03/2020		DH / AP	
Key Person Policy (v2.0)	09/2021		DH AP	Reworded and restructured
Key Person Policy - Oct24 – v2.1	10/2024		DH AP	Changed template and added version control. Minor changes to wording
Key Person Policy – v2.2	09/2026		DH SH AP	Reference to EYFS Statutory Framework added.