

## Key Person Policy

It is a requirement of the Early Years Foundation Stage that all children within the Early Years bracket (e.g. pre-school and reception class) are assigned a Key Person. The Key Person will be responsible for helping the children and families in their group feel confident and safe within our setting. They will develop a good knowledge of the children in their care so that they can respond sensitively to their feelings, ideas and behaviours. Each child will be cared for in an appropriate way to meet their needs and that of their family.

This will be done by welcoming parents/carers and children using:

- Positive body language
- Friendly greetings
- Smiling/positive language
- Introduction – photo board, ID cards
- Good positive role models/example

The Key Person will share information with parents using the following opportunities:

- Regular conversations
- Open communication at all times
- Using clear and positive communication
- Notice boards
- Offering confidentiality/privacy where required
- Inviting them to be involved

We will involve parents within the play setting environment by regular, open communication.

As we are aware that it is difficult for some parents to be actively involved within the setting, we will look at different strategies for involving parents who work and parents who live apart from their children.

Each Key Person will be a positive role model for other staff/parents/carers and children by:

- Their approach to noise levels within the environment
- Walking inside the building
- Being positive
- Using children's/parents' names when talking to them
- Showing respect to all
- Being available/flexible
- Being aware of individual needs

The initial settling in of each child will be individually assessed and the Key Person will be responsible for ensuring settling in is achieved smoothly and successfully. It is important that children and their families are welcomed and shown around by their Key Person when they arrive for the first time. Parents/carers will be given sufficient time to fully discuss the needs of the child and family. The Key Person will be involved in the whole settling in process of the child.

**Date to be reviewed:** July 2028

**Date amended:** July 2025

**Date signed off:** July 2025

**Signed:** Jools Granville

**Signed:** Kathleen Williams