



Registered Charity # 1203754

## Role of the Key Person Policy

### Introduction

Houghton and Wyton Pre-school recognises the vital role of the key person in fostering secure attachments, supporting emotional well-being, and ensuring tailored care and learning. The key person system is central to enabling children to feel safe, happy, and eager to learn while also building trust and consistency with families.

As required by the Statutory Framework for the Early Years Foundation Stage (EYFS 2023), every child is assigned a key person. A back-up key person is also named to ensure continuity during staff absence.

### Aim

To ensure every child forms a secure, trusting relationship with their key person to support emotional well-being, developmental progress, and effective family partnership.

### Objectives

We will:

- Allocate a key person and back-up before settling begins
- Support secure attachments through consistent interactions
- Tailor care and learning to each child's needs
- Work in partnership with parents/carers as primary educators
- Uphold safeguarding responsibilities for each child

### Roles and Responsibilities

#### The Role of the Key Person

- Builds a trusting, consistent relationship with the child and family
- Is introduced before the child starts, and ideally attends the home visit
- Explains their role clearly to parents at induction
- Collaborates with families on a settling-in plan tailored to the child's needs
- Ensures emotional support and well-being through regular check-ins
- Conducts observations, planning, and the Progress Check at Age Two
- Maintains the child's learning records and shares developmental updates with parents

#### Key persons

- Act as the first point of contact for parents
- Support parents as their child's first educator
- Communicate concerns or significant information to the Manager or SENCO
- Spend dedicated time each day with their key children, adapting support based on the child's mood, behaviour, and needs

#### Learning and Development

- Observes, assesses, and plans for each child's learning through their interests and developmental stage
- Uses insights to tailor the curriculum and identify learning styles
- Flags concerns in prime areas early and works with the SENCO and parents to take action



### **The Role of the Back-Up Key Person**

- Provides continuity of care when the key person is absent
- Is named on the child's registration form and ideally attends the home visit
- Communicates with parents in the key person's absence
- Keeps records updated and ensures a smooth transfer of information back to the key person

### **Shift Matching and Continuity**

- Children are ideally matched with a key person whose shift pattern aligns with their attendance
- The Manager reviews staff ratios and capacity to keep group sizes manageable and consistent

### **Safeguarding and Welfare**

- The key person and back-up are responsible for:
  - Reporting concerns about the child's welfare or protection
  - Following all Safeguarding and Child Protection procedures
  - Participating in regular supervision sessions with the Manager to discuss concerns or developmental needs

### **Monitoring and Review**

This policy is reviewed annually by the Board of Trustees, or sooner if there is a change in legislation or EYFS guidance.

### **Legislation and Guidance**

- Statutory Framework for the EYFS (2023)
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Equality Act 2010

### **Acknowledgment**

All staff, trustees, and parents are required to read and understand this policy. By doing so, they support the consistent application of the key person approach to promote security, inclusion, and high-quality early education.