



Key Person Policy

Policy Owner:	Lynsey Briddock, Head Teacher
Approver:	Stamfordham Primary School Governing Body
Effective date:	September 2023
Next Review date:	September 2026

‘Their role is to help ensure that every child’s care is tailored to meet their individual needs (in accordance with paragraph 1.16), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.’ *EYFS, DfE, 2023*

Intent

To enable the child and parents/carer to build up a special relationship with one member of the staff team, who will help settle them into The Early Years Unit, to increase their confidence and security within the setting, and liaise with the parents/carer about every aspect of their care.

The Key Person will be responsible for initiating and maintaining records on the child and they may work with professionals to support the child and families like speech and language therapists.

Implementation

Once the family takes a place at Stamfordham Early Years Unit, the Key Person will be assigned to ensure that the needs of the family are met. Being a small setting, however, all the staff will know most of the children very well.

The Role of a KeyPerson

The Key Person will form a special relationship with the child and their family which will be open and supportive, but professional.

The Key Person is responsible for the child’s continuing welfare which will include:

- Ensuring that any information regarding the child is obtained from the parents/carer and passed on to other members of staff where appropriate.
- Ensuring that time to listen and interact with the child is part of their day.

- To develop a relationship with the parents/carer and be available to discuss areas of concern.
- Arranging regular Key Person meetings with the parents/carer to discuss the child's development. This may be initiated by the parents/carer.
- Personally caring for the child when they are sick or at times of sensitivity.
- Keeping the child's Learning Journey up to date and observing the child when they are at The Early Years Unit
- Encouraging parents/carer to contribute to the child's time in Early Years
- Being aware of their responsibilities in relation to Child Protection and Inclusion and acting on them according to the policy.

Staff should be able to relate to the children in their care and make secure relationships, whilst also recognising that the children's primary attachment will be their own parents/carer.