

## 09 Early Years Practice Procedures

### 09.03 The role of the key person

#### Our Aim

**“Each child must be assigned a key person.” – EYFS 2024**

Babies and young children thrive when they feel safe, secure, and connected. To support this, every child in our setting has a dedicated key person who builds a special, trusting relationship with the child and their family.

#### What Is a Key Person?

A key person is a child’s main emotional and learning support in the setting. They:

- Build an ongoing, warm relationship with the child
- Get to know the family
- Help the child feel secure, happy, and ready to learn
- Are committed to the child’s wellbeing every day

→ Every child is allocated a key person and a secondary key person before they start.

→ Children do not choose their own key person.

A secondary key person is also assigned to each child so they have continuity during staff holidays, sickness, or absences.

#### Settling Into the Setting

A child’s key person is central to their settling-in journey.

- The manager or room leader and key person will explain the settling-in process and agree a plan with parents/carers.
- Wherever possible, settling sessions are arranged for times when the key person is on duty.
- Staff shift patterns are considered so the child has consistent adults during this important time.

We also ensure key person workloads take into account:

- The needs of each child
- Part-time attendance
- Staff capacity
- Matching part-time children with part-time staff where possible
- Ensuring full-time children are not split between different key people

📷 Photos of all key people and key groups are displayed clearly on Family.

### 💬 Working With Parents & Carers

A child's key person is a family's first point of contact for anything relating to their child's:

- Wellbeing
- Learning
- Care
- Development
- Day-to-day concerns

Key persons also:

- Support the parents/carers as the child's first educator
- Keep the child's developmental records
- Complete the Progress Check at age two
- Share regular updates about the child's learning and progress

### 🎨 Learning & Development

A child's key person ensures their learning is individualised and meaningful. They do this through:

- Regular observations
- Ongoing assessment
- Planning based on your child's interests, strengths, and learning style

If a child is not making expected progress in any Prime Area, the key person will:

1. Follow the emerging needs flowchart

2. Discuss concerns with the SENCO, setting manager, and parents/carers
3. Agree next steps together

### Prime Times Routines

The key person role is a major part of our Prime Times Procedures (09.4 / 09.6 / 09.7 / 09.8 / 09.10 / 09.14).

They also take responsibility for:

- Administering medication
- Signing accident records
- Managing key children's wellbeing throughout the day

### The Secondary Key Person

The secondary key person is the child's back-up secure adult.

They:

- Are introduced to the family when the child starts
- Build a relationship gradually after the child bonds with the main key person
- Support the child confidently when the main key person is absent
- Share important information with parents/carers and record notes where appropriate
- Keep the main key person fully updated

This ensures the child always has a trusted adult available.

### Safeguarding Responsibilities

Both the key person and secondary key person must:

- Report any concerns about a child's development, welfare, or safety to the setting manager immediately
- Follow all safeguarding procedures
- Take part in regular supervision meetings with