



## Key Person Policy

**Date: November 2025**

**Review: November 2027**

### Policy intention

This policy details the role of the assigned key person who provides tailored learning and care to meet each child's individual needs. We have a duty to share with parents/carers the name of their child's key person and their role.

The key person is responsible for the settling in process and for making sure all aspects of a child's care and education is catered for. A key person must get to know the child and family, track progress and build a relationship based on mutual respect, understanding and effective communication. The key person supports the child and parents/carers to make each family feel valued and helps them engage with more specialist support if required.

### Procedure

- We assign a key person and explain the role to parents/carers.
- The child's individual needs, interests and development are considered when choosing a key person.
- The key person ensures they provide their key children with access to high quality experiences and ensure they are able to access all areas of the curriculum
- The Key person completes the two-year-old check
- We provide opportunities for children to learn using their home language.
- We refer families to engage with more specialist support if required.
- The key person keeps updated with continued professional development to ensure the best possible outcomes for children, through undertaking observations and assessment and then planning according for the child.

### Assessment

- The key person understands and uses the systems needed to fulfil the role, whilst avoiding excessive paperwork.

### Safeguarding and Welfare

- We follow individual roles and responsibilities including settling in processes.
- We ensure children are kept safe and secure at all times.
- We are alert to any issues of concern in the child's life, at home or elsewhere, in line with our [Safeguarding Policy](#), [Child Protection Policy](#) and [Parent Partnership Policy](#).
- The key person will note significant changes in child's behaviour, health, deterioration in wellbeing and comments that give cause for concern and act on these as needed in conjunction with [Understanding and Supporting Behaviour Policy](#).
- Staff have a duty to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves.
- We recognise any inappropriate behaviour displayed by other members of staff in reference to the [Public Interest Disclosure \(Whistleblowing Policy\)](#).

- We ensure the key person has access to regular supervision, continued professional development and training in line with the [Continued Professional Development Policy](#).
- We foster a culture of mutual support, teamwork and continuous improvement.
- We keep accurate records in English.
- We are mindful of all care needs including administering medicines and dietary requirements in line with the [Administering Medicines Policy](#) and [Food and Drink Policy](#).

**Other useful policies:**

- [Safeguarding Policy](#)
- [Child Protection Policy](#)
- [Parent Partnership Policy](#)
- [Understanding and Supporting Behaviour Policy](#)
- [Public Interest Disclosure \(Whistleblowing Policy\)](#)
- [Continued Professional Development Policy](#)
- [Administering Medicines Policy](#)
- [Food and Drink Policy](#)