

9 Early Years Practice Policy

9.4 The Role of the Key Person

Alongside associated procedures in 9.1 to 9.17, this policy was adopted by You and Me on the 8th December 2025 by the Committee.

'Each child must be assigned a key person' (EYFS 2024)

Young children need to form a secure attachment to key person when they join You and Me Pre-School to feel safe, happy, and eager to participate and learn.

The Key Person Role

- A key person builds an on-going relationship with the child and their parents/carers and is committed to that child's well-being while in the setting.
- Every child that attends is allocated a key person before they begin settling in.
- The key person conducts the progress check at age two for their key children.
- The role is fully explained to parents/carers on induction and the name of the child's key person is recorded.
- The number of children for each key person considers the individual needs of children and the capacity of the key person to manage their cohort. The setting manager should aim for consistency.
- The key person spends time daily with their key group to ensure their well-being.

Parents/Carers

- Key persons are the first point of contact for parents regarding matters concerning their child and any concerns parents/carers may have been addressed with the key person in the first instance.
- Key persons support parents/carers in their role as the child's first and most enduring educators.
- The key person is responsible for the child's developmental records, completing the progress check at age two, and for sharing information about progress with the child's parents/carers.

Learning and Development

- The key person helps to ensure that every child's learning and care is tailored to meet their individual needs. This is achieved through regular observation and assessment of children, using information gathered about their achievements, interests and learning styles to plan for each individual child's learning and development.

- If a child's progress in any of the prime areas gives cause for concern, the key person must discuss this with the setting manager or SENCO and the child's parents/carers.

Safeguarding Children

- The key person has a responsibility towards their key children to report any concern about their development, welfare, or child protection matter to the setting manager and to follow the procedures in this respect.
- Regular supervision with the setting manager provides further opportunities to discuss the progress and welfare of key children.