



Key Person Policy

In Little School we believe that children settle best when they have a Key Person to relate to, who knows them and their parents well, and who can meet their individual needs. The Key Person role is a requirement of the EYFS.

Each child must be assigned a Key Person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate.

Our Key Person approach works in the following way:

- We allocate a Key Person as soon after the child starts Little School as possible.
- Parents/carers will be informed of their child's Key Person's name and job role by email. Parents/carers will also be informed of the role of the Key Person.
- We also allocate a secondary person to cover absences and provide continuity of care.
- The Key Person is responsible for settling the child into the setting.
- The Key Person offers unconditional regard for the child and is non-judgemental.
- The Key Person plans and delivers a personalised plan for the child's well-being, care and learning. They work closely with the child's parents to ensure continuity of care.
- The Key Person acts as the key contact for the parents and, where appropriate, will endeavour to establish links with other carers involved with the child, such as a childminder.
- The Key Person is responsible for completing and keeping up to date the child's Learning Journey and for sharing this information on a regular basis with the child's parents and other staff as necessary to reflect the full picture of the child's development using Tapestry.
- The Key Person encourages positive relationships between children in the class or room as a whole.
- We promote the role of the Key Person as the child's primary carer as the basis for establishing relationships with other staff and children.

Reviewed: January 2026

Next review date: January 2027

To be reviewed by: Nursery Manager