



## COUNTESS GYTHA PRESCHOOL

### The role of the key person

*'Each child must be assigned a key person'* (EYFS 2021)

Babies and young children need to form a secure attachment to a key person when they join the setting 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 his/her parents 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 – it is not the responsibility of the child to choose their own key person.
- The key person conducts the progress check at age two for their key children.
- The key person is central to settling a child into the setting.
- The number of children for each key person takes into account the individual needs of the children and the capacity of the key person to manage their cohort; it is also influenced by part time places and part time staff. The setting manager should aim for consistency i.e. matching part time staff to part time children; full time children should not be divided between key persons during the week.
- Photographs of key persons and their key groups are displayed clearly.
- The key person spends time daily with his or her key children to ensure their well-being.

#### Parents

- Key persons are the first point of contact for parents with regards to matters concerning their child and any concerns parents may have are addressed with the key person in the first instance.
- Key persons support parents in their role as the child's first and most enduring educator.
- 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.

#### 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.

- individual child's learning and development.

### **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/ meetings with the setting manager provides further opportunities to discuss the progress and welfare of key children.

Updated: January 2023

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