



## COUNTESS GYTHA PRESCHOOL

### The role of the key person

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

Young children need to form a secure attachment to a key person when they join Countess Gytha Preschool to feel safe, happy and eager to participate and learn.

#### **The key person role**

- The 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 start at the setting.
- The key person conducts the progress check at age two for their key children.
- The name of the child's key person is shared with the parents via a welcome letter as they start at the setting.
- The key person is central to the child settling into the setting.
- Photographs of the staff along with a list of their key children are clearly displayed.
- The key person spends time daily with his or her 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 will be 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.

**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.

Updated: December 2025

Next review date: December 2026