

Key Person Policy (EYFS)

Regulation ISSR: Part 3, 14

Reviewed and updated by: Mrs S Bathurst

Approval: Full Governor Board

Last Review: Autumn 2025

Next Review: Autumn 2026

Principle:

The Statutory Framework for the Early Years Foundation Stage (2024) states that:

‘Each child must be assigned a key person Their role is to ensure that every child’s care is tailored to meet their 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 necessary.’ (Paragraph 3.35)

The key person promotes children’s learning by developing a deep understanding of their individual needs and children can particularly benefit from their modelling and support (Para 1.19)

At Alderley Edge School for Girls we firmly believe that children learn to be independent from a base of loving and secure relationships with parents and the key people in our setting.

When children feel secure they are more likely to be able to engage in more complex and creative play, freely access a broad curriculum and take risks in their learning through guessing, experimenting and making mistakes.

Key Person Approach at Alderley Edge School for Girls:

Our approach fully endorses the requirements of the Statutory Framework 2024 Paragraph 3.35

A key person is:

- a named member of staff who has more contact than others with the child
- someone to build relationships with the child and parents
- someone who helps the child become familiar with the Nursery and or Reception class
- someone who meets children’s individual needs and care needs (e.g. dressing, toileting etc)
- someone who responds sensitively to children’s feelings, ideas and behaviour
- the person who acts as point of contact with parents

At Alderley Edge School for Girls the size of our Nursery, Pre-School and Reception classes are such that members of staff work together as a close team with good opportunities for children to experience consistent interactions and expectations from all staff. The key person in Reception is the class teacher, who is ultimately responsible for the care, welfare, learning and development in that area. Due to the size of the setting, all staff in Nursery and Pre-School have equal responsibility for all children with regards to the key person definition above.

Throughout the day, including lunchtime and times of transition, there is always a member of staff with whom the children are very familiar.

The Key Person is the main point of contact for both parents and children. However, it is recognised that there may be times when the first point of contact may be a nursery or teaching assistant who will also know the child well. On these occasions, significant interactions will be shared with the Key Person to ensure the principles of good practice and enable the Key Person to respond to the needs of the child and/or parent appropriately.

All key people will ensure good information sharing with parents, acknowledging the important role that parents play in supporting the learning and development of their children.

The Key People, supported by nursery and teaching assistants, will observe and interact with the children at play and during focused activities regularly. The information will be analysed to both increase the understanding of the individual child and also to provide evidence for the records of the children's developmental progress.

The Key People for children in Pre-School and Reception will meet formally with parents on three occasions during the year, to discuss their child's progress and next steps and at other occasions on request.

For children in our Nursery aged between two and three, the Key People will review their progress in accordance with the Statutory Framework for the Early Years Foundation Stage 2024 (Paragraph 2.6-2.10). Parents will be invited in to discuss their daughters' progress and provided with a short written summary of their child's development.

Parents and/or carers are advised about our Key Person approach as part of the Welcome Pack at their daughter's point of entry to our Early Years department and this is discussed with them. See appendix I. This policy will be reviewed at regular intervals or when there are changes to staffing or amendments made to the Statutory Framework for the early years foundation stage, whichever is the sooner.

Appendix I

Key Person

Dear Parents/Carers

At Alderley Edge School for Girls we recognise that children achieve their best when they feel safe, secure, cherished and cared for as an individual, while they are away from home. We look forward to working in partnership with you during your daughter's time in Nursery, Pre-School and Reception, to ensure that your daughter quickly settles and feels confident in her new surroundings.

It is now widely accepted that a key person approach is of benefit to both child and parent, and the Early Years Foundation Stage (EYFS) Statutory Framework endorses this, by stating that each child must be assigned a key person.

A key person is an important person in your daughter's life here at Alderley Edge School for Girls. They will help to settle your daughter in and build a positive relationship with both you and your daughter. Due to our small, nurturing environment, key persons are responsible for the care, welfare and learning of all the children in Nursery ,Pre-School . They will get to know your daughter well, providing age-appropriate support with her personal care, and encouraging the development of independent skills, such as putting on her own coat or shoes.

The Key Persons for Nursery and Pre-School are Mrs Harrall, Mrs Wood and Mrs Yates.

The Key Person for Reception is Mrs Sharon Bathurst.

We look forward to developing a strong positive relationship with you and your daughter and hope you feel confident that you can access your daughter's key persons through our regular day to day contact.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Bathurst', written in a cursive style.

Mrs Sharon Bathurst

Head of Early Years