

**Key Person Policy**

Children’s emotional wellbeing is an essential foundation for their health, happiness and ability to learn.

Everyday care routines can provide special times to build secure attachments which underpin healthy, social and cognitive development.

It is a statutory requirement of the Revised EYFS that:

‘Every child must be assigned a key person. The key persons role is to ensure that every child’s care is tailored to meet their need, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.’ DfE 2012

A child’s key person will meet the needs of individual children in their care and respond sensitively to their feelings, ideas and behaviour, displaying genuine empathy and respect.

A child’s key person will be allocated following the settling in/bonding period when starting at the setting.

**Key Person Responsibilities**:

• To facilitate an attachment with the child and develop a warm relationship of mutual care and respect with the family.

• Carry out intimate care routines and other routines throughout the day to meet individual need - For example sitting together at snack times.

• Assign time daily to carry out activities with the child - For example, small group time or sharing a book together.

• Observe record and assess individual developmental needs.

• Maintain the child’s EYFS profile and track development in order to ensure planning meets individual needs including their individual ‘Next Steps’

• Hold regular review meetings with parents / carers

• Understand and maintain mutual respect for the parent as the child’s primary carer.

• Ensure provision of daily information is recorded and/or conveyed accurately to parents/carers

This policy was adopted on 21st November 2021

Signed on behalf of the Setting: ………........................................

 Date for review: …………………………

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