



St Bede's Childcare Ltd

Key Person Policy

EYFS Legal Requirement:

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. (EYFS 2024, 3.34)

Policy Statement

At St Bede's Childcare, we recognise the importance of strong, secure relationships for children's wellbeing and development. Every child will be assigned a **key person from the start of their placement**, who will act as a consistent point of contact for the child and their family.

The key person system ensures that each child's care and learning is tailored to meet their individual needs and that families feel supported and involved in their child's development.

Roles and Responsibilities

Key Person Responsibilities

The key person will:

- Build a secure, positive relationship with their key children
- Support children's emotional wellbeing, development, and sense of belonging
- Work closely with parents/carers to share information and support continuity of care
- Observe, assess, and plan for children's learning in line with the EYFS
- Maintain accurate and up-to-date **learning journeys**
- Ensure children's individual needs are met, including routines, care, and development
- Support children during transitions within the setting

Safeguarding Responsibilities

The key person plays an important role in safeguarding and must:

- Be alert to any concerns regarding a child's welfare or development
- Report concerns immediately to the **Designated Safeguarding Lead (DSL)**
- Support children's emotional security and wellbeing
- Follow all safeguarding policies and procedures

Supporting Children with SEND



Key persons will:

- Work in partnership with the **SENDCo** and other professionals where needed
- Help identify any emerging concerns regarding development
- Support families in accessing additional services or specialist support
- Contribute to plans and strategies to meet individual needs

Working with Parents/Carers

Key persons will:

- Build strong partnerships with families
- Share information about children's progress and wellbeing
- Be available to discuss concerns, routines, and development
- Arrange regular opportunities to review children's progress

Daily Practice

Key persons are expected to:

- Meet and greet children and families where possible
- Support children with personal care and daily routines
- Ensure children feel safe, secure, and valued
- Always promote inclusive and respectful practice

Key Person Allocation and Cover

- Each child is assigned a key person **before or at the start of their placement**
- A **buddy key person** will be identified to provide consistency in the key person's absence
- All staff will be aware of children's needs to ensure continuity of care

Monitoring and Review

- The Manager will monitor the effectiveness of the key person system
- Regular supervision and training will support staff in their role
- This policy will be reviewed annually or sooner if required