



Next Steps Pre-school of Elms Vale, Church Road,
Dover, CT17 9LW

Tel: 01304 226234

Registered Charity No. 1156391

The key person policy

Policy statement

The role of the key person is to help ensure that every child's care is tailored to meet their individual needs and to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend and work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parent/carers to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

The key person role is set out in the Early Years Foundation Stage 2025 (EYFS). Our setting follows this by offering a key person for each child.

We promote effective and positive relationships for all children in the setting by using the key person approach.

We allocate a key person when the child starts; this will depend on the days the child is in and that of the key person.

The manager and the key person will be responsible for the induction of the family and for settling the child into our setting via information through phone calls and outside meetings and home visits.

The key person offers unconditional regard for the child and is non-judgemental.

The key person acts as key contact for the parents/carers, and co-ordinates the sharing of appropriate information. When the child is aged between 2 and 3 practitioners will review their progress, providing a short written summary of the

child's development in the prime areas. This check must identify the child's strengths, and any areas where the child's progress is less than expected

The key person will be responsible for developmental records and for sharing information on a regular basis with child's parents/carers to keep those records up-to-date, reflecting the whole picture of the child in our setting and at home and if a child is attending another setting to have a developed two-flow of information on a regular basis

The setting will ensure that there is a place where staff can talk to parent/carers confidentially, as well as an area for all staff to take breaks away from the areas being used by the children.

The key person will encourage positive relationships between children in her/his key group, spending time with them as a group each day they attend

We provide back-up 'budding' key person so the child and parents/carers have a key contact in the absence of the child's key person

We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children

Settling in: This is done in conjunction with our settling in policy and procedures. The preschool will introduce the key person/manager to the parent via phone and outside meeting at which a child attends to explain and complete with his/her parents/carers the child's registration records

We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities

This policy was adopted in Sept 2025

Date to be reviewed in Sept 2026

Name of signatory Virginia McCarthy Role of signatory Manager

