

## Key Person

It is our policy at Raised In to have a Key Person system in place in accordance with the Early Years Foundation Stage (EYFS). A child with a Key Person they depend on is provided with reassurance, helping them to gain confidence and independence.

A Key Person has a special responsibility for working with a small number of children. This is to ensure that each child feels safe and secure. A Key Person's role is also to build a relationship with the parents of their specific Key Children.

At Raised In children are allocated a Key Person within each setting. Once the child has settled the children are given the opportunity to choose their own Key Person. For children who do not have the language to choose their Key Person the Early Years Educator will make a judgement on who the child has a bond with or who they go to for comfort.

## The role of the Key Person

- To help the child become familiar with the setting and feel confident, safe and secure within it.
- To form and build up a good relationship with a child's parents/carers, sharing information daily.
- To meet the needs of each individual child in their care and respond sensitively to each child in their care and appropriately to their needs.
- To collect information in the form of observations about each child's individual needs, development, progress and interests. This information is shared with the child's parents/carers and other team members so that consistency and continuity of care are upheld.
- Observations and knowledge gained through a close relationship with the child and parents enable the Key Person to provide opportunities and experiences in accordance with the Early Years Foundation Stage 2021 (EYFS).
- Observations may also be shared with outside agencies if it is felt that the child requires any additional learning support. Providing early support often alleviates the need for further support later on. Parent/carer permission is always sought before any information is shared.

### To ensure effective practice:

- Each child has a Key Person; however, children also have the opportunity to get to know other members of the team with the Educators working closely together through free flow.
- We have a Key Buddy system in place, the Key Buddy will act as your child's Key Person in their absence
- Parents/carers are provided with both formal and informal opportunities to speak to their child's Key Person.
- Parents/carers are made aware of our open-door policy to actively encourage them to be part of our nursery.
- Early Years Educators engage in stimulating and enjoyable play experiences to ensure that children and Educators build positive relationships so that the children can learn easily.

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**Signed:** Nicola Brimble, Head of Nursery

**Date:** 05 December 2023

**Review Date:** December 2024

**This policy links to:** Equal Opportunities and Inclusion Policy and Learning Through Play Policy