

## **THIRSK COMMUNITY PRIMARY SCHOOL**

### **KEY PERSON POLICY AND PROCEDURES**

#### **WHAT IS A KEY PERSON?**

In order to ensure every child in the EYFS is given the appropriate level of attention and care, a key person is appointed for each child. A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. The key person has special responsibilities for working with a small number of children and helps build and develop positive relationships with children and between parents, carers and staff.

The key person is the family of the child's main, but not exclusive, point of contact with the EYFS. Other staff will also maintain contact as it is unlikely that the key person will always be there. If a key person is away ill their key children will be observed by other staff in the EYFS to maintain development.

#### **MANAGEMENT OF KEY PERSONS**

The EYFS Lead supported by the EYFS teacher, will oversee the key person responsibilities of the staff in the EYFS. The EYFS Lead will monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard. The EYFS teacher is responsible for ensuring fair and even distribution of key person responsibilities and will monitor at regular intervals each key person's assigned children.

#### **PRINCIPLES**

This policy will provide staff with a framework in which to operate the EYFS key person system. It will define for staff the roles and responsibilities of a key person and how those roles and responsibilities translate into practice. By sharing with and gathering information from parents / carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child's individual needs.

The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/carer.
- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children both into EYFS and ultimately into Year 1.
- To continually assess key children and relate the assessment to EYFS planning.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.

#### **THE ROLE OF THE KEY PERSON**

- The key person will help to ensure their key children feel safe, secure and confident, if they are to develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- The key person is responsible for a group of children, but as a member of EYFS the key person is also responsible for all the children in EYFS.

- To ensure that parents/carers are kept informed of the child's day to day experiences.
- The key person will assist with potty training and other toileting or intimate care needs.
- It is the EYFS teacher's ultimate responsibility to ensure that this happens during sickness or other key person absence.
- The key person will assist the parent/carer and child with the settling process, taking time to listen to questions, and provide answers.
- The key person will be the main contact responsible for greeting the parent/carers and child at all their visits, so that a bond can be established.
- The key person is responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Matters guidelines. The observations will be used to inform planning about how to enable children to progress.
- The key person will ensure that their key children learning journey profiles are kept up to date.

The EYFS is fully committed to continually evaluating its key person practice, managing changes and transitions as sensitively as possible and ensuring each child feels special and has the opportunity to develop an attachment.