



## **Burpham Preschool: Key Person Policy**

At Burpham Pre-School, 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. The key person role is a requirement of the EYFS.

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.

Our key person approach works in the following way:

- We allocate a key person as soon as possible after the child starts the Preschool.
- Parents/carers will be informed of their child's key person's name and job role by email. Parents/carers will also be informed of the role of the key person.
- All staff will be responsible to cover absences and provide continuity of care.
- The key person is responsible for settling the child into the Preschool.
- The key person offers unconditional regard for the child and is non-judgemental. .
- The key person acts as the key contact for the parents and, where appropriate, will endeavour to establish links with other carers involved with the child such as a childminder.
- The key person is responsible for completing and keeping up to date the child's learning journey and for sharing this information on a regular basis with the child's parents and other staff as necessary to reflect the full picture of the child's development.
- The key person is responsible for conducting the progress check at age two for their key children.
- We promote the role of the key person as the child's primary carer as the basis for establishing relationships with other staff and children.

**Reviewed:** May 2026

**Next Review:** May 2027