



EARLY YEARS FOUNDATION STAGE KEY PERSON POLICY

In our Early Years Foundation Stage (EYFS) 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 legal requirement of the EYFS.

Our key person approach works in the following way:

- We allocate a key person before the child starts.
- We also allocate a secondary key person to cover absences and provide continuity of care.
- In Oak Reception the key person is the class teacher and the secondary key person is the teaching assistant.
- The key person is responsible for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person plans and delivers a personalised plan for the child's well-being, care and learning. They work with the child's parent.
- 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 or Profile 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 encourages positive relationships between children in their key group or class, spending short periods of time with them as a group each day. The key person encourages positive relationships between children in the class or room as a whole.
- 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.