



Rainbow Education Multi Academy Trust

Early Years Key Person Policy

OVERVIEW

A key person is a named practitioner assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. A key person helps a child to feel known, understood and develops a safe and secure attachment within the setting.

The key person system helps build and develop positive relationships with practitioners, children and their families.

OBJECTIVES

- Each child will be assigned a key person who will help them to become familiar with their surroundings and feel confident within the environment.
- The setting will identify a key person by name and photographs on display in each room.

The Key Person will:

1. Actively build positive relationships with clear lines of communication between the children and their families.
2. Have good knowledge of the children within their key groups and will use this knowledge to plan for children's interests, next steps and individual needs.
3. Ensure that children's physical and emotional needs are met sensitively.
4. Regularly inform parents and carers of their child's development and wellbeing through informal face to face conversations and learning journeys.
5. Have half-termly meetings with their supervisor to discuss their key children, their progress and safeguarding or SEND concerns.
6. Support a child through transitional periods and during key milestone periods, communicating and sharing documents with their new key person.
7. Be primarily responsible for personal care routines; nappy changing, sleep, toileting.
8. Have a good knowledge of child development and attachment theory, and will use this to develop strong and secure attachments with their key children.
9. Regularly collaborate with staff and other agencies in regards to their key children.
10. Where possible, arrange and attend home visits for new children starting in the setting.

CONCLUSION

Children and their families will develop strong relationships with their child's key person. This will enable children to feel safe and secure within the setting.