



Developing a Key Person Procedure

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 (in accordance with paragraph 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents/carers. They should also help families engage with more specialist support if appropriate - **Statutory Framework for the Early Years Foundation Stage 2025 point 3.41 GP, 3.46 CM**

The procedure should include:

- How key people will be allocated throughout the setting and the point at which this allocation takes place **N.B. As highlighted in the EYFS, allocation must take place when a child commences at the setting.**
- Situations that could arise when the child's key person may change following allocation and how the setting will liaise with parents should this happen.
- The number of children the key person will be responsible for and how children will be allocated to them and what will be taken into account during allocation.
- How parents will be informed, formally and informally, about the key person system and how they will be told who their child's key person is.
- The role and responsibilities that the key person holds within the setting:
 - To help the child to become familiar with the provision.
 - To support the child's emotional well-being including attachment
 - Liaising with parents
 - Liaising with outside agencies
 - Taking into account the individual needs of children when informing the planning
 - Observation and Assessment
- How any records will be stored and who holds the responsibility to do this (Refer to Recording of Information).
- Who has access to these records and how is this monitored. (Refer to recording of information and confidentiality policy).
- How confidentiality will be maintained at all times and if a key person/parent has any concerns how these will be dealt with.
- What happens to the children should their key person be absent, what is the contingency plan? i.e. Who becomes responsible for the children in the absence of the key person and how are parents informed (buddy system)?

The procedure should be reviewed:

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed date and the next review due date.

- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

Links to other policies & procedures:

- Inclusion
- Staffing and Employment
- Parents as Partners
- Recording of Information
- Confidentiality
- Complaints
- Behaviour

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.