



Longacre School Key Person Policy

This policy includes the Early Years Foundation Stage

Policy reviewed: September 2023

Policy to be reviewed: September 2024

In our Early Years Foundation Stage, 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 Early Years Foundation Stage.

Our key person approach works in the following way:

- In all classes, the key person is the class teacher and the secondary key person is the teaching assistant(s);
- 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 Tapestry observations or class assessments 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;