



<b>Name:</b>	<b>Date written:</b>
Key Person Policy	15/2/22
<b>Written by:</b>	<b>Date of Revision:</b>
Emma Holmes/ Louise Lloyd-Evans	7/7/23

### Policy Statement

At Young Friends Kindergarten we know how important significant adults are for reliable, respectful, warm, and loving relationships with babies, children and their families. This policy illustrates our procedures in place to ensure the key person role is beneficial and efficient

### Aims and Purpose

The key person helps the child to feel that they belong are understood and cared for, as well as emotionally secure when they are away from home and provides a reassuring point of contact for parents.

The key person helps the child to feel confident to explore the world and form other relationships, we operate a buddy system to ensure a key person is always available.

### Applicability

Children  
Families  
Staff

### Definition of Terms

**The Early Years Foundation Stage (EYFS)** - sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life

### Overview

- General
- Pod Leads
- Buddy system
- Record Keeping and Feedback
- Transitions

### Procedures

**General**

- **The key person role is to establish a connection with their key group of children and their family. It is important to form this connection early on both for developmental and safeguarding reasons.**
- **At Young Friends we work in such a close way, both within the pods and the nursery as a whole, that we pride ourselves on knowing all the children. We understand that natural bonds form between staff and children and these may not be with key buddies or their key person, and this is not discouraged. If this is the case the key person will work closely with the member of staff in question and they will build a nurture team around the child, feeding back to one another.**
- The key person will bring the families and nursery team up to date with the progress and development of each child they are responsible for.
- The key person will seek guidance from the manager and deputy to 'address issues as they arise'. This will support their professional development, the safeguarding of children and will always ensure consistency and teamwork
- The key person will provide more support to a child through a targeted support plan if needed.

### **Pod Leads**

- Our Pod Leads will be your child's main key person. They will also be assigned key buddies in case of holidays and sickness.
- Pod Leads ensure that their staff are capable and confident in the role of the key buddy
- The key person and buddy will be part of your settling in process
- All key persons get regular 'time-out' to observe, assess and plan for their key children, with the help of their key buddy.

### **Buddy System**

- Each child will have a key person and a buddy who will become known to the family and, in turn, know the family.
- Buddies support the key person in record keeping, observations, relationships with families and bonding with the child.

### **Record Keeping and Feedback**

- The key person will make sure that all the child's information from the settling in process is transferred in line with our policies and is up to date on Family
- Parents will share information about their child. The key person uses this to plan, observe and support the child in line with the EYFS and our learning and development policy
- The key person is responsible for 4 personal photos per month, one wow moment and assessment a quarter, 2-year check and summative assessments in line with our Learning and Development Policy. Also developing support plans when needed.
- The key person receives and addresses messages from parents
- Families must always CC manager into their communications, as must key people so messages are not missed

- The key person will communicate with parents in line with our policies and seek support if they require further advice

## Transitions

- The key person will support all their children through their transitions: starting nursery, moving to the older family pod and on to school.

## External Links and Organisations

The EYFS progress check at age two - [Foundation Years Style Guidelines](#)  
EYFS Statutory Framework - [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](#)

## Relevant Policies and Documents

Staff Code of Conduct  
Parent Carer Code of Conduct  
Transitions Policy  
Learning and Development Policy  
Two-Year-Old Progress Check

## Authorisation

Signature:



Louise Lloyd-Evans  
Owner and Director

Young Friends Nature Nursery  
89 Holland Road  
Hove  
East Sussex  
BN3 1JP