



Brenchley Preschool

Keyperson Policy

Policy Statement of intent

Brenchley Preschool believes 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. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Each child must be assigned a key person. Our role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. We should also help families engage with more specialist support if appropriate.

We recognise that for some children and parents, starting a new setting can be a worrying time, we make sure we have robust settling in procedures (see Settling in Policy) and a keyperson approach for us to get to know the child and parents, giving them the reassurance to feel safe.

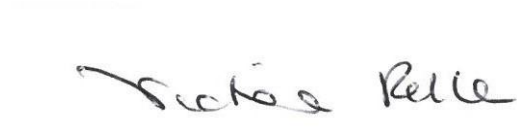
We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

Procedures

- We allocate a key person before the child starts in accordance with the child's sessions, linking up the keyperson to work the same or as many sessions as the child attends.
- The key person is responsible for the induction of the family and for settling the child into our setting. We try as much as possible to keep family groups and keypersons together
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person will undertake parent consultations which are planned twice a year, this will also include the New 2 year check (in accordance with EYFS (2017) which will be a summative assessment after the child's first term (2 year old).

- The key person encourages positive relationships between children in their key group, spending time with them as a group each day.
- We provide a back-up key person (buddy) within their colour group so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

This Policy was reviewed at a Management Meeting held on 1st September 2025



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Mrs Victoria Relle – Chairman of Brenchley Preschool