



Role of Key Person Policy

Playhouse Pre-school

Statement of intent

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. We want children to feel safe, stimulated and happy in Playhouse Pre-School 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 Playhouse Pre-School.

Aim

We aim to make Playhouse Pre-School 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. The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedures

- We allocate a key person before the child starts.
- The key person is responsible for the induction of the family and for settling the child into Playhouse Pre-School.
- 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 builds 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 at Playhouse Pre-School and at home.
- We promote the role of the key person as the child's primary carer at Playhouse Pre-School, and as the basis for establishing relationships with other staff and children.

Settling-in

See settling in and Home visit policies.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 24th April 2015 and will be reviewed annually.

Reviewed on 10th November 2025 by Z. Munford