

MANOR HOUSE SCHOOL EYFS KEY PERSON POLICY

Date of Issue: **January 2026**

Date of Review: **January 2027**

Responsibility: **Director of Nursery Education**

References:

EYFS Framework 2025

Overview

At Manor House School, we believe in encouraging our children to feel as secure as possible in order for them to develop to their full potential. In order for them to do this we ensure that, in the Early Years Department each child has a key person that they can relate to if they wish. This person will be responsible for getting to know the parents and ensuring the children meet their individual needs.

In accordance with the Early Years Foundation Stage (EYFS) Framework (2023) which adapted the role of a key person, and recognised it as an important role within the EYFS overarching principles of Positive Relationships and the Unique Child.

The EYFS Statutory Framework mandates that every child has a key person who builds strong bonds, ensuring care is tailored to individual needs, fostering security, and acting as a primary contact for parents. The role involves helping children settle in, maintaining developmental records, sharing progress with families, and linking with other carers to support the child's well-being, learning and development, creating a "professional love" base the child.

Key Responsibilities of the Key Person:

- **Tailored Care:** Ensuring the child's learning and care meet their specific needs.
- **Building Relationships:** Developing strong, secure bonds with their key children and forming professional relationships with their families.

- **Settling In:** Helping the child become familiar with the setting and feel confident and safe.
- **Parent Partnership:** Working with parents/carers to plan and deliver personalized support, sharing information, and guiding development at home.
- **Developmental Records;** Creating and maintaining the child's developmental profile and sharing updates with parents.
- **Team Communication:** Sharing in-depth knowledge of the child's needs with the rest of the staff.
- **Support Gateway;** Helping families access specialist support if needed.

Why it's important:

- **Emotional Security:** Helps children feel known, understood, and loved, making them feel safe and able to explore.
- **Statutory Requirement:** It is a mandatory part of the EYFS, including in Reception year in schools, not just an optional good practice.
- **Foundation for Learning:** A secure base allows children to become confident in play and learning.

In essence, the key person is the central, nurturing adult for a child and their family within the early years setting, proving consistency, understanding, and a crucial link between home and the setting for personalised growth and development.

At Manor House School:

- Each child is given the opportunity to bond with the staff member of their choice.
- Each child is then allocated an individual Key Person within Early Years department
- In Reception the Class Teacher is the Key Person and the Teaching assistant is the secondary Key person
- All staff are responsible for settling the child into Nursery. Once a Key Person has been allocated, it is then their responsibility.
- The Key Person in Nursery and Kindergarten works closely with the Class teacher and Nursery leader to create and deliver a personalised plan for the child's wellbeing and learning

- The Key Person records observations of the child's learning using Tapestry and written observations (Other staff will also contribute to these observations)
- The Key Person for children in the Nursery and Kindergarten discuss the child's progress and reaction to the activities in the "Evaluation meetings" and the EYFS staff meetings
- The Key Person informs the class teacher/leader about the child's development, in order that an effective report is written to inform parents about the children's progress.
- All Key Persons share an active role in assessing the children's individual progress
- All Key Persons, (both teaching staff and support staff), take part in termly supervision meetings with the Director of Nursery Education. The purpose of these meetings is to develop and support the Key person's role and provide an opportunity to discuss any issues surrounding their development or care. These are held in addition to Staff Performance Review Meetings

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