

EARLY YEARS FOUNDATION STAGE KEY PERSON POLICY

Responsible for Policy	
Author	Nursery Manager
Approval	Compliance Committee
Review Dates	
Policy Date	Spring Term 2026
Next Review Date	Spring Term 2027
This policy applies to Hazelwood School and Hazelwood School Nursery (including EYFS)	

In our Early Years Foundation Stage (EYFS) 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 EYFS.

Our key person approach works in the following way:

- We allocate a key person before the child starts.
- We also allocate a secondary key person to cover absences and provide continuity of care.
- The key person is responsible for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgmental.
- The key person plans and delivers a personalised plan for the child's well-being, care and learning. They work with the child's parents.
- 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 Learning Journey or Profile 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.