



Key Person Policy

December 2025

Review: December 2026 (or when required)

Statement:

We at Kidzproof Ltd are highly committed to meeting the needs of each individual child. To ensure these needs are met, we operate a Key Person Policy whereby every member of staff is responsible for a group of children, liaising with their parents/carers and completing each child's learning and development records.

Aim:

- All staff will follow our Key Person Policy to help ensure a great partnership with parents/carers. It is vital that parents/carers are kept informed as to their child's development and any concerns are shared.

Procedure:

- Each child will be assigned a Key Person when they join us at Kidzproof;
- Parents/carers will be informed as to who their child's Key Person will be during their time with us at Kidzproof;
- If a Key Person should leave Kidzproof before the end of the school year, then parents/carers will be informed as to who their child's new Key Person will be;
- If a child's days were to change, their Key Person may need to change due to part time staff. Parents/carers will be informed as to who their child's new Key Person will be;
- All information between the original Key Person and the new Key Person will be exchanged;
- Children will also have a buddy who is an adult responsible for information sharing in the absence of the child's Key Person.

The Key Person's Role

- To gather as much information from parents/carers about their child during settling in sessions. And to complete a 'My Unique Story'. This will help to paint a picture of their child's level of skill, knowledge and understanding and interests;

- To complete any care plans with parents/carers. This will inform us of any allergies, special dietary requirements and health requirements;
- To help children become familiar with the setting;
- To help ensure that their key children's individual needs are met;
- To support parents/carers in supporting their child's development at home;
- To use contact books (only if requested) and talk to parents/carers on a regular basis so information about learning and development can be exchanged. Parents/carers are invited to share their own observations with their child's Key Person and we regularly communicate with parents/carers can share with us any new skills or interests their child may have;
- To share any concerns and help parents/carers engage with specialist support and advice if needed;
- By doing regular assessments and observations, the Key Person can recognise the child's progress and plan activities and provide support into the next developmental steps;
- Take photos of their key children and upload these to the 'My Family' app;
- To complete each child's individual learning journey including, termly progress assessments and record of transfers;
- To plan appropriate activities to meet their key children's next steps and interests;
- To attend one to one meetings if the parent requests;
- It is particularly important that the key person is mainly responsible for liaising with their own key children's parents/carers about behaviour, development, specific personal needs etc. to avoid confusion, as too many staff involved in one child's development can lead to miscommunication.
- To support each individual with their Education Health Care Plan.