

# Barnburgh Primary Academy



## KEY PERSON

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1.0	LO	New format	October 2023	Annually
2.0	LO	Updated. Last paragraph added	November 2025	Annually

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## INTRODUCTION

At Barnburgh Primary Academy we recognise the importance of Key Persons in Early Years. In order to ensure every child in the Foundation Stage Unit is given the appropriate level of attention and care, a key person is appointed for each child. A key person is a named member of staff assigned to an individual child to support their development. The key person has special responsibilities for working with a number of children and helps build and develop positive relationships with children and between parents, carers and staff. By sharing with and gathering information from parents/carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child's individual needs.

## AIMS OF THE POLICY

The aims of this policy are to outline the roles and responsibilities of the Key Person in Early Years at Barnburgh Primary Academy. It will define for staff the roles and responsibilities of a key person and how those roles and responsibilities translate into practice.

## STATUTORY REQUIREMENTS

The 2021 Early Years Foundation Stage (EYFS) Statutory Framework, in effect from 1<sup>st</sup> September 2021, says that each child must be assigned a key person. Paragraph 3.27 says the key person must:

- 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.

When a child begins to attend a setting, the provider must inform the parent/carer of the key person's name and explain what the role involves.

## ROLES AND RESPONSIBILITIES

At Barnburgh Primary Academy in our Early Years the class teacher is the key person. They are supported by other support staff to help build relationships and gain a full picture of each and every child. They should:

- Be responsible for a group of children, but as a member of the school the key person is also responsible for all the children in their care.
- Build a trusting relationship with the child and their parent/carer.
- Ensure the happiness and welfare of the child within a stimulating and safe environment.
- Ensure a smooth settling in procedure for all key children into the Foundation Stage Unit.
- Collect all relevant information about key children's specific needs from the parent/carer and share this with relevant staff members.
- Plan and provide a range of stimulating and age appropriate activities for key children to assist with their learning and progression.
- Continually assess key children and relate the assessment to EYFS planning.
- Share their key children's progress and assessment with parents and other

professionals, as required.

- Use observations to inform next steps, individualised planning and completing learning journeys for each of their key children.
- Encourage parents to support children's learning at home.
- Seek further advice from other professionals where it is required to support a child's individual needs.

We will strive to provide parents with the information of who their child's Key Person is at the beginning of the school year. The key person will be the child's class teacher and will be supported by the support staff working in the class.

Children who have Special Educational Needs or Disabilities and /or have been identified as vulnerable will have a smaller key person who will be known to school staff to help meet their individual needs and targets. The key person for these groups may change throughout the year depending on needs.