



Key Person Policy

What is a Key Person?

A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with the child's parents and carers. The key person system helps build and develop positive relationships with children and between parents, carers, and staff.

At Apple Blossom we will:

- Ensure that each child will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within our setting.
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviours, and ideas.
- We will take into consideration whom your child creates a bond with the most when appointing a key person.
- Ensure that the child's key person is available during new situations, or at times of anxiety and illness.
- Provide regular support for key persons with their supervisor or during staff meetings to ensure that there is time to reflect on issues or concerns of children and their families.

The Key Person will:

- Observe and plan for children's likes, interests, and individual needs.
- Ensure that children's physical needs are met sensitively.
- Build positive relationships with the children and their families.
- Share observations of their families
- Support a child through transitional periods when changing settings or starting school, and during key milestone periods.
- Develop trust to enable children's independence.