



Key Person Policy

It is the key person's responsibility for ensuring that the individual needs of each of their key children are recognised and met, through regular contact, interaction and regular discussion with parents/carers.

Familiarise yourself with the child's chronology.

Introduce yourself to the parents/carers and briefly explain how the key person system works, e.g. point of contact for parent/carer, attachment formed with their child, tapestry observations.

The key person is to have a sound understanding of the birth to 5 and development matters documents as well as children's development.

Complete Tapestry observations in each area of learning each half term.

Have a knowledge of your key child's development and their next steps incorporating this into your planning.

Monitor and assess children's development and direct any areas of concern to the setting SENDco.

Ofsted will ask about your key children's strengths, areas you are developing and any strategies you are putting/have in place.

Actively encourage your key child's parents/carers to upload observations to their Tapestry account to enable you to see the child's level of development and interests outside the setting.

The key person must monitor the child's progress and meet their individual needs by spending time with their key child, putting any strategies in place to develop any areas where needed.

Discuss any areas of concern regarding your key child's development e.g. if they are below expected age of development with the setting SENDco Michelle Dymond to ensure relevant referrals/TIPs/strategies are in place, where appropriate work in partnership with outside agencies.

Spend as much time as possible forming an attachment, knowing your key child's likes, dislikes and what their individual development needs are. Feedback achievements to parents/carers.

This policy was adopted at a meeting of Pippins Pre-school and
Nursery

Held on Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)

Chair

Commenced 2007 - Reviewed 15.04.2024