



Forfar Education Key Person Policy

The Early Years Foundation Stage (EYFS) Statutory Framework states that every child must be assigned a key person. At Forfar Education, the commitment to meet each child's individual needs underpins all work with the children, and the role of the key person is recognised throughout as being essential to each child's wellbeing.

In our nursery settings, all children are allocated a key person upon entry. In Reception, the key person is the class teacher, supported by the teaching assistant(s).

Organisation

In accordance with the EYFS statutory framework, providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

The Role of the Key Person

The EYFS Statutory Framework states that the role of a key person is to help 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 and/or carers. They should also help families engage with more specialist support if appropriate.

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 or carers. This is their named member of staff with whom a child has more contact than other adults. The key person will meet the needs of each child and respond sensitively to their feelings, behaviour, and ideas.

Implementation of the Key Person System at Little Crickets Forest School

The key person is one area of practice within the theme of Positive Relationships within the EYFS statutory framework. The principle of this commitment is "children learn to be strong and independent through positive relationships". Parents are informed of their child's key person before the start of every academic year or entry point if this is mid-year.

The allocation of a key person differs through the various stages of the EYFS. In the Nursery, staff working in each of the rooms are allocated a group of key children, and each of these staff are responsible for the settling in, observation, and assessment of each child, as well as contributing to the individual planning. They also build a strong bond between the child, the nursery, and home, i.e., with parents and/or carers.

The key person in the Nursery will generally be the person who speaks to the parent at the start and end of the day, meets with the parent for parent consultation meetings, and is the first point of contact for parents.

The Importance of a Key Person

A key person will enable their key children to become familiar with their new surroundings, feel confident and safe within them, and develop a genuine bond with the child and their immediate family to enable the child to feel settled and form a close relationship. By offering individual children comfort and reassurance when joining a new learning environment, a key person will enable their key children to develop relationships and support them in interacting with others, thus promoting their confidence and supporting their wellbeing.

Settling In

Nursery

The Nursery has implemented a settling-in process that provides both children and their parents with a smooth introduction to each of the rooms to help ensure that children have a sensitive and gentle start to their time at Little Crickets Forest School.

Staff carefully plan 'settling in' visits for all children.

Policy Owner: Group Head of Early Years

Last Reviewed: March 2026

Date of Next Review: September 2026