



Safe Hands Afterschool Club

Key Person Policy



Approved by: Melanie Lawlee

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1. Purpose

At Safe Hands Afterschool Club we want children to feel safe, stimulated and happy in their setting, and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners within the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because careful consideration has been given to the individual needs and circumstances of children and their families. Prior to starting, parents/carers complete an **'All About Me'** form so that we can learn about each child's likes, dislikes, interests and individual needs.

We believe it is important that all staff are familiar with all children and their families. We pride ourselves on our 'family feel' ethos. Every member of staff at Safe Hands is committed to all children in our care and to providing secure, positive relationships.

The Key Person role is a statutory welfare requirement of the Early Years Foundation Stage (EYFS).

2. Scope

This policy applies to:

- All children within the Early Years Foundation Stage (EYFS) age range attending the club
 - All staff members working with EYFS children
 - Parents and carers of children within the EYFS age range
 - Children with SEND, medical plans, or additional needs ie; bereavement or family separation.
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3. Legal & Statutory Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) statutory framework 2025 – Safeguarding and Welfare Requirements (Key Person).
- Childcare Act 2006.
- Working Together to Safeguard Children 2023.



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The EYFS requires that each child is assigned a Key Person to help ensure that every child's care is tailored to meet their individual needs and to support secure attachments.

4. Definitions

Key Person: A named member of staff assigned to an EYFS child who is responsible for helping the child feel safe, secure and supported, and for building positive relationships with parents/carers.

EYFS Child: A child in the Early Years Foundation Stage age range (up to 5 years old, including Reception age children attending wraparound provision).

5. Responsibilities

The **Manager** is responsible for:

- Ensuring every EYFS child is allocated a Key Person.
- Ensuring staff understand and fulfil the Key Person role.
- Monitoring that secure attachments and effective partnerships with parents are supported.

The **Key Person** is responsible for:

- Supporting the child to settle into the setting.
- Ensuring the child feels safe, secure and happy.
- Acting as a main point of contact for parents/carers.
- Sharing relevant information with parents/carers, including accidents, incidents or wellbeing concerns.
- Ensuring accident and incident forms are completed and signed where required.

All **Staff Members** are responsible for:

- Supporting all children within the setting.
 - Maintaining the 'family feel' ethos by building positive relationships with all families.
 - Sharing relevant information with the child's Key Person where necessary.
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6. Procedures

- A child is allocated a Key Person before they start at the setting.
- Parents/carers complete an 'All About Me' form prior to the child starting, to ensure staff understand the child's individual needs, interests and preferences.
- The Key Person is responsible for supporting the child's transition and settling into the setting.
- The Key Person ensures daily communication with parents/carers where appropriate.



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- The Key Person is responsible for sharing information regarding accidents or incidents and ensuring relevant documentation is signed.
 - If the Key Person is absent, another familiar member of staff will act as a temporary Key Person to ensure continuity of care.
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7. Settling-In and Transitions

We recognise that transitions can be significant for young children. The Key Person will:

- Offer reassurance and emotional support.
 - Work in partnership with parents/carers to ensure a smooth transition.
 - Monitor the child's wellbeing during the settling-in period.
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8. Partnership with Parents/Carers

We value parents/carers as active partners in their child's care. The Key Person supports this partnership by:

- Sharing information about the child's experiences at the setting.
 - Listening to parental concerns and feedback.
 - Ensuring confidentiality is maintained at all times.
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9. Safeguarding & Welfare

The Key Person plays an important role in safeguarding by:

- Building trusting relationships that allow children to feel secure.
 - Identifying any changes in behaviour or wellbeing.
 - Reporting safeguarding concerns in line with the Safeguarding & Child Protection Policy.
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10. Training & Awareness

- Staff receive induction and safeguarding training which includes understanding the Key Person role.
 - The Manager ensures staff remain updated on EYFS statutory requirements.
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11. Monitoring & Review

This policy will be reviewed annually or sooner if:

- There are changes to EYFS legislation.
- Ofsted guidance is updated.
- Practice within the setting changes.

12. Related Policies

This policy works alongside:

- Safeguarding & Child Protection Policy
- Behaviour Policy
- Special Educational Needs & Disabilities (SEND) Policy
- Health & Safety Policy
- Confidentiality Policy