



PRIORY SCHOOL
EDGBASTON

EARLY YEARS KEY PERSON POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Mrs Cleary	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

EARLY YEARS Key Person Policy

Here at Priory School we believe that children thrive with secure, trustworthy and positive relationships. All staff ensure that they deliver the highest quality of care and provision, encouraging all children to develop socially, emotionally, creatively and academically. Priory School trusts that the welfare, wellbeing, security, and development of a child remain our foremost importance and therefore use a 'Key Person' system for all children within the setting.

Role of the Key Person

When starting Priory Poppets, every child will be assigned a key person. The key person has special responsibilities for working with a small group of children, giving them reassurance to feel safe and cared for. Key person's will aim to build positive relationships with the parents/carers in our setting and will work closely with parents and carers during settling in sessions and times of transition. A key person board will be displayed in all rooms throughout the Early Years department.

The Key person will help the child to become familiar with the setting and the daily routine, offering nurture and support in helping the child to feel safe and become more confident within the environment. They will communicate daily with parents and carers through verbal feedback and will support parents/carers with advice and activities that can be done at home.

To ensure that each child's individual needs are being met appropriately, the key worker is responsible for carrying out observations and assessments on their group of key children. These observations are based around the areas of learning within the EYFS framework and are all recorded in the child's learning journal. It is the key person's responsibility to keep up to date with the child's developmental record and observations. It is also the key person's duty to share the relevant information with parents/carers and other professionals when necessary and at key transition points (e.g., moving to new rooms, or transitioning from Nursery to Reception)

We feel this system is valuable to all staff, children's parents and carers involved during their time here at the Priory School. If parents/carers have any queries or concerns at any time, the school offers an Open Door Policy. As children become more independent and settled during their time at Priory School, they will bond with other members of staff as well as the key person, which allows staff in the room to also have a sound knowledge of every child's interest and needs. In the absence of a child's key worker, we also offer a 'Buddy' system, where another practitioner will be the chosen candidate to continue aspects of the key workers role.

All staff are expected to follow the key person requirements which are clearly outlined in 'The Statutory Framework for the Early Years Foundation Stage effective April 2017 (renewed September 2021) (Updated September 2025) and will offer guidance to parents throughout their child's time in nursery.

Monitoring and Review

The policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council