

Key Person Checklist		
An Early Years Setting will:-	Where are we now?	What we are going to develop and how?
1. appoint a Key Person and second Key Person for every child		
2. plan time for the Key Person to be available to speak to parents/carers		
3. put a system in place for the Key Person to oversee a shared record of observations, planning and assessments		
A Key Person will:-	Where are we now?	What we are going to develop and how?
1. develop a genuine bond with the child (but not one that undermines parent/carer ties)		
2. provide reassurance and emotional support for the child whilst remembering their professional role		
3. talk to parents/carers to make sure the child's needs are being met appropriately		

Key Person (continued)	Where are we now?	What we are going to develop and how?
4. help the child become familiar with the setting		
5. promote the child's confidence and feelings of safety within the setting		
6. make planned observations		
7. be responsible for keeping records of development and progress		
8. be responsible for sharing the records of learning and development with parents/carers and other professionals (with parent/carer consent)		
9. support the child's transition both within and beyond the setting		
10. work as part of the early years team		