



CM Sports – Key Person Policy	
This version date	September 2026
Date reviewed	September 2027

Purpose

To ensure every child is assigned a key person who will build a secure, trusting relationship and oversee their individual learning, care, welfare and safeguarding.

Statutory Basis

This policy is based on the EYFS Safeguarding & Welfare Requirements (3.34 / 3.38) and incorporates principles aligned with Keeping Children Safe in Education (KCSIE) as best practice.

Scope

This policy applies to all early year's staff, and particularly those designated as key persons, as well as setting leadership.

Key Person Assignment

- A key person is selected and introduced before the child's first session.
- Parents/carers receive the name, contact route, and explanation of the key person role.
- A secondary key person is designated to ensure continuity during absence or transitions.

Duties of the Key Person

- (a) Induction & Settling-in
- (b) Parent/carer partnership and information sharing
- (c) Individualised planning & monitoring of care and learning
- (d) Emotional support, relationship building & social encouragement
- (e) Safeguarding, welfare monitoring and interventions
- (f) Professional development, supervision, reflection
- (g) Liaison with external services when needed

Safeguarding & Staff Conduct

- Key persons will adhere to the staff code of conduct, safer working practices, whistleblowing, and report concerns.
- Any safeguarding concern (about a child or staff) must be reported immediately to the DSL, regardless of whether it involves their key children.
- They will maintain secure, accurate records, including rationales for actions or non-actions.

Support, Supervision & Training

Key persons receive regular supervision focused on their key children's welfare and development. They are supported in professional reflection and training in safeguarding, child development, inclusion, and related areas.

Staffing & Deployment

The leadership will balance staffing rosters and workload to allow key persons sufficient time with their children without compromising ratios or safety.

Links to KCSIE & Safeguarding Principles

- **Safe Recruitment & Staff Suitability:** All staff (including key persons) should be recruited and vetted per safer recruitment standards (DBS, checks, references) as in KCSIE.
- **Staff Behaviour & Low-Level Concerns:** Key persons must abide by the staff code of conduct and report any "low level concerns" or behaviour inconsistent with expectations. KCSIE includes provisions for managing concerns about staff.
- **Record Keeping & Decision Rationale:** KCSIE emphasises that DSLs and settings keep detailed, accurate, and secure records, including rationales for decisions and whether referrals were made.
- **Safeguarding Culture:** KCSIE requires staff to adopt a child-centred approach, acting in the best interests of children, recognizing that "it could happen here," and ensuring that safeguarding permeates all practice.
- **Online & Digital Safety:** KCSIE 2025 adds new emphasis on misinformation, disinformation, conspiracy theories as potential online risks. Key persons (or settings) should be aware of these risks when children use digital resources.
- **Absence & Attendance as Safeguarding Indicators:** Persistent absence or unexplained absence from the setting may indicate safeguarding concerns. KCSIE and related guidance treat absence from education as a red flag.

- **Alternative & External Provisions:** If a child attends or the setting uses external provision, the key person role must ensure that safeguarding standards are maintained and that the setting retains oversight.

Review

This policy will be reviewed annually or whenever changes in EYFS, KCSIE, or local safeguarding guidance occur.