



## Key Worker System Policy

We believe in a team approach to caring for children and recognise the importance of all staff having detailed knowledge and understanding of every child at nursery. In addition to our team based approach, a specific member of staff is allocated to take overall responsibility for monitoring the development and progress of each child and to provide a regular and consistent system of sharing information between parents/carers and the nursery. This person is known as a 'Key Person' and the nursery Key Person system operates as follows:

- All children attending nursery will be allocated a Key Person. The Key Person will introduce themselves and explain about their role to parent/carers at the initial settling visit. It will also be explained to parents/carers that they can talk to any member of the staff team in the absence of their child's Key Person.
- The Key Person is responsible for settling the child into the nursery.
- The Key Person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The Key Person will be responsible for filling in daily record sheets, maintaining daily liaison with parents/carers and for ensuring feedback is given regarding any causes for concern, general progress etc
- The Key Person will carry out planned and spontaneous observations on all aspects of children's progress/behavior.
- The Key Person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- When a key child has been identified as having special educational needs the Key Person will work closely with the nursery SENCO on all aspects of the child's progress, the preparation of individual educational plans and in liaising with parents/carers and external agencies with their consent.
- Regular team meetings will be offered to parents/carers for key persons to share information and discuss individual children's progress.

