

## Key Worker Policy

We believe in a team approach to caring for children and prioritize the importance of all staff building special relationships with and having detailed knowledge of every child at nursery.

Every small team of practitioners in each play room at the Nursery aims to build positive and rewarding attachments with all the children in their care. We recognize that warm, trusting and secure relationships take time to develop, and the bond will grow through encounters and interactions. Children are dependent upon the individual members of staff in each team for their needs to be met, to feel safe and experience positive responses in order to build trust and form these relationships. These caring, relationships contribute towards the foundations for a child developing their own sense of identity and self-esteem. Through these special relationships, children and infants are able to express themselves and also learn how to manage and cope with their feelings.

In addition to this team approach, a specific member of staff is also assigned overall responsibility in promoting all aspects of individual children's learning, development and care needs and to provide a regular and consistent system of sharing information between parents/carers and the nursery. This person is known as a 'Key Worker'.

Our nursery Key Worker system operates as follows:

- **All children** attending nursery **will be allocated a Key Worker**. We allocate a Key Worker before the child starts, this will be carried out by the Room Manager.
- The Key Worker 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 Worker.
- The Key Worker is responsible for settling the child into the nursery. The Key Worker will collect all relevant information about key children's specific needs from the parent/carer. Sharing with and gathering information from parents / carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill,

knowledge and understanding, and their interests. Information should be recorded in the child's individual care plan. Management should be informed of any issues/requirements related to the child.

- The Key Worker 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 Worker should be present at the reunion between parent and child at the end of the session so that they can talk about the child's day and provide a link between the setting and home.
- Key Workers will continually gain detailed knowledge of their key children that enables them to work together as a team to plan an individual curriculum based on each child's particular interests. This is overseen by the Room Manager.
- Key Workers will work as a team to provide accurate observations and assessments of each individual child's development linked to the Early Years Outcomes framework and to inform the future planning of skills that build on individual children's learning and interests. This is overseen by the Room Manager.
- The Key Worker will work in conjunction with the Team and Room Manager so that they can share information and accurately discuss individual children's progress at regular Parent Meetings that are offered to all parents/carers.
- With support of the Room Manager, the Key Worker will hold meetings with parents/carers to discuss development concerns with parents and contact appropriate professionals with parents' consent.
- When a key child has been identified as having special educational needs the Key Worker will work closely with the nursery SENDCO on all aspects of the child's progress, the preparation of individual intervention/promoting plans and in liaising with parents/carers and external agencies with their consent.
- The Key Worker will complete a '2 Year Old Check' in the term the child turns 2 years old. The Key Worker will then arrange a meeting with the parent to discuss the child's progress and/or any developmental concerns the check brings to the Key Worker notice.
- During time of transition between the nursery and when the child is due to leave nursery to attend school, the Key Worker will complete a Key Worker checklist and undertake tasks that include

'Transition to school' or in house 'Transition sheet', meetings with new key parents and helping to settle the child into the new play room.

- Each team within the nursery is fully committed to continually evaluating its Key Worker practice, managing changes and transitions as sensitively as possible and ensuring each child feels special and has the opportunity to develop an attachment.
- The Nursery Room Managers are ultimately responsible for managing and maintaining the Key Worker policy and procedures.

