



88 – Keyworker Policy

What is a key worker?

A key worker is a member of staff in an EYFS setting who has responsibility for the education and welfare of a particular group of children during their time in the setting.

The key worker role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each setting must assign a key worker for each child.

Policy statement

We believe that children settle best when they have a key worker to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key worker approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

We also understand that a key worker approach is important to a context of shared responsibility and teamwork linked to the outcomes for pupils in a setting where there may be a large number of pupils.

The procedures set out a model for developing a key worker approach that promotes effective and positive relationships for children at Winton.

Important aspects of a key person relationship are:

- 🕒 To develop a secure trusting relationship with key children and their parents
- 🕒 To interact with key children at a developmentally appropriate level
- 🕒 To settle new children into the setting gradually
- 🕒 To settle children in on a day to day basis
- 🕒 To provide a secure base for children by supporting their interests and needs on a daily basis

Key worker responsibilities

- 🕒 Allocation of a key worker to each and every new child is an integral part of the procedure for admitting and welcoming children into the Nursery.

- ⌚ The key workers primary role is a pastoral one, but nevertheless highly significant with regard to the role they play in both supporting children to succeed and ensuring capacity for staff by taking responsibility for contact with parents.
- ⌚ The key worker meets with the parent at regular times throughout the week dependent upon working rotas, to discuss progress and review the child's learning journey to ensure well-being and care whilst at Little Hubbers Day Nursery.
- ⌚ The key worker acts as the key contact for the parents, has links with other carers involved with the child, such as a child minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- ⌚ The key worker is responsible for completing the child's Learning Journal with them and for sharing information on a regular basis with the child's parents.
- ⌚ The key worker is responsible for keeping records up-to-date, reflecting the full picture of the child in our setting and at home through developing excellent parent partnerships.
- ⌚ Under the overall direction of the Nursery Manager, key workers are responsible for ensuring observations (planned and spontaneous) are completed on all of their key children. They should also complete spontaneous observations on other children if they see new areas of learning or they observe development happening.
- ⌚ The key worker is responsible for updating other members of staff of key children's learning at key points during the year.
- ⌚ The key worker is responsible for sharing information at key transition points e.g. into Reception from Nursery and from aged 1 to 2 years and 2 to 3 years.
- ⌚ All staff are there for the child and the parents in the absence of the child's key worker.
- ⌚ We promote the role of the key worker as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Allocation of Keyworkers to your child.

- ⌚ Little Hubbers Day Nursery operated a 2 staged key working system whereby your child will be allocated a primary keyworker and a secondary keyworker. This ensure your child has staff around them on each session who know them fully.
- ⌚ Little Hubbers Day Nursery also operate a system where it is expected that all staff spend time with your child and learns about them fully including likes, dislikes ect.
- ⌚ Little Hubbers will allocate your child a keyworker based upon who you child warms to the most during the fist 2 weeks they attend the nursery. We feel this is the best way to do this as your child's comfort and happiness is the most important thing to us.
- ⌚ All parents will be informed verbally and in writing (information sheet in child's learning journal with a picture of your child keuworker) informing them of who the allocated keyworker is. This information is also in the nursery corridor (opposite children's coats) on full display for parents to see.

This policy was first introduced on

Signed on behalf of the Nursery

This policy has been reviewed on ?	Signed on behalf of the Nursery
