

Key Worker

Rationale

We believe that children settle into Pre-School life best when they have a key person to go to, who knows them and their parents well, and know their individual needs. Providing secure attachment for a child involves responding sensitively and consistently to their needs, helping them to understand that they are loved, respected and understood.

Not only does this have a long-lasting effect on the child's view of the world; it can mean higher self-esteem and emotional resilience as they grow older.

The Pre-school Centre will:

- Provide observations/moments on our I Connect app (or paper copy if parents do not want to use the app).
- Complete trackers, baselines assessments on their individual children each term.
- Being the immediate key contact for parents.
- Having links with other carers involved with the child in our setting or/and home.
- Having good links with outside agencies linked to the child's needs and the child's development.
- Regularly sharing developmental records and sharing information on a regular basis with the child's parents to keep them informed of the child's progress.
- We promote the role of the key worker as the child's primary carer and enabling staff to establish a positive relationship between the key worker, the child and their family.

The role of the key person

- The key person will help to ensure their key children feel safe, secure, and confident, if they are to develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- When a child settles into a new room, the assigned key person will perform a baseline assessment of that child, which will be shared with parents and carers.
- The key person is responsible for a group of children, but as a member of a room, the key person is also responsible for all the children in their care.
- Where a child is attending other childcare settings at the same time as coming to The Pre-School Centre, the key person will share information with those settings via a diary.
- To complete a '2-Year-Old Check' in the term the child turns 2. Arrange a meeting with the parent to discuss the child's progress and/or any developmental concerns the check

brings to the key person notice. Discuss development concerns with parents and contact appropriate professionals with parents' consent.

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- To ensure that parents/carers are kept informed of the child's day to day experiences.
- To change and check key children's nappies as required and to assist with potty training and other toileting or intimate care needs.
- It is the senior managements ultimate responsibility to ensure that this happens during sickness or other key person absence. Parents/carers are to be informed.
- The key person will assist the parent/carer and child with the settling process, taking time to listen to questions, and provide answers.
- Where a child is transitioning from one room to another, key persons from each room will liaise together to ensure information is passed on correctly. A room moving form will be completed and the parent/carer introduced to their child's new key person.
- The key person will complete the care plan with the parent/carer at the child's first settle and ensure that the other team members are aware of any allergies or special requirements.
- The key person will be the main contact responsible for greeting the parent/carers and child at all their settles, so that a bond can be established.
- The key person will be planning for their key children during activity times. This is a good opportunity to feedback assessments into the child's EYFS planning needs. The key person is responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Matters guidelines. The observations will be used to inform planning about how to enable children to progress.
- The key person needs to record basic information about their key children such as sleep times, mealtimes and anything exciting or notable that happened during the day. This information is then passed on to the parent/carer at the end of the child's session.
- When the child is due to leave nursery, the key person must ensure that their learning journey profile on I Connect is fully up to date and that it is handed to the child's parent.

Reviewed on 16.02.2024 by Saskia Gregory/Lisa Best

Next Review 16.02.2025