KEY WORKER AIM AND POLICY

Early Years Academy key workers take responsibility for their group of children, as indicated in each child area.

Every child has a designated key worker. This is a member of staff who is prime importance to your child, acting as an important link between home and nursery. They will address any queries you may have or concerns. Your child’s key worker is the person who will have the responsibility of overseeing their development and social, emotional and physical well being.

At nursery your key worker is the person with whom your child will develop the closest relationship. Our routine allows your child plenty of one-to-one contact with their key worker. During this time your child’s needs and capabilities will be observed and this information will highlight how the key worker will support, encourage and challenge them in the future.

Working in partnership with parents ensures consistency between your child’s care at home and at nursery. Your child’s key worker will be available to talk to you on a daily basis about all aspects of your child’s care and development.

Parents and children are informed of their nominated key worker and are introduced to them during their child’s first settling in session. Parents remain present for the whole of the first settling in session – the length of which is agreed by both the parents and nursery.

The initial settling in session allows both parent and child to become familiar with the room, staff and other children. This also provides an opportunity for the parent/ carer to complete the child’s All About Me Form. This gives staff an insight into the child’s background. Questions about likes, dislikes, favourite rhymes and stories, siblings, pets as well as the child’s comforter are vital pieces of information needed by staff to ensure a smooth transition into the nursery.

Early Years Academy key workers will assist the child to settle into the nursery, introducing them into the group. The key worker system aims to help the child settle within the group and assist the child to integrate into the group in their own time.

The key worker will provide care, reassurance and comfort at any time the child feels distressed and help the child with feeding and toileting as necessary.

During key worker group sessions, planning will be completed in conjunction with the EYFS, taking into account each child’s individual needs identified through observations and records. Liaising with parents is a must to encourage
them to contribute to the progress being made by their child at home as well as the nursery.

It is important that the key worker liaises with all children not just their key worker group, also making sure they do not shadow their children all through the child’s session at the nursery as this may prevent other adults and children from building relationships with that child.

A key person plays a vital role in a child’s life and must demonstrate consistency, sensitivity and be responsive to the child’s needs.

Reviewed on: 1st October 2014