



Key worker Policy

Statement of Intent

All children in our care will be supported by a named key person.

Giving your child a "key person" who has special responsibility for working with a small number of children gives children reassurance. It helps them feel safe and cared for and helps build relationships.

Recommended Good Practice

Each member of staff who has appropriate training is given several children to be their "Key Person". A second person will be available when your child's main key person is away.

Key people will liaise directly with you on a regular basis regarding a child's development, progress, and general well-being, they will highlight any areas for concern. They will also promote joint working between yourselves and the nursery. We encourage parents and carers to be involved in a child's learning.

When your child is ready to move into another group, they will have organised time to become familiar with their new peers and key worker within that room.

We will record your child's development and make these records available for when your child is ready to leave to go to school or to go to another provider. We will support this transition with visits and dialogue.

Aim

When children feel happy and secure in this way it helps them gain confidence to explore and try out new things. We want all the children we care for to have this opportunity and to gain independence in a reassured and comfortable way.

Method

Initially the process of identify a child's keyworker is done by the sessions the child does and the sessions a member of staff works. The member of staff who does the same sessions as the child will be identified and they will help the child settle in to nursery, this is the time when a bond is formed and the relationship between child and key worker is built, in some cases a child may have a stronger attachment to another member of staff if this is observed the child will be assigned the member of staff they have a closer bond with as a key worker.

Staff leave and when this happens children lose a key worker; in most cases this is know in advance and other staff can take time to get to the children and form bonds to ease a smooth transition before the key worker leaves.

History log:

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	Method added.
6	01/08/202	No change to content.
7	01/08/2022	No changes to content.
8	01/08/2023	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	8	01/08/2023

This document has been electronically approved; hence it contains no signature(s).