



Rise Park

Sunbeams Nursery

Key Worker Policy 2022-23

Approved by the Board of Directors at its meeting on:

Signed:

Date:



Rise Park

Sunbeams Nursery

Key Worker Policy

At Sunbeams Nursery, we follow the requirement outlined in the Statutory framework for the Early Years Foundation Stage whereby each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship with the child, and build a relationship with their parents (DfE Statutory framework for the Early Years foundation Stage, Key Person 3.27, page 27).

Here, we feel that children settle best into our setting when they have a key worker who is personally assigned to them in accordance to their personality, interests, and needs. Therefore, your child's key worker will be allocated following the nursery's transition period. This enables initial relationships to be established with staff before key worker groups are assigned.

The key worker ensures that, within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home (DfES Early Years Foundation Stage Effective Practice: Key Person page 7).

Practitioners Responsibilities

Relationships with key children

- ⤴ The key worker provides a secure attachment for their key children in the nursery.
- ⤴ They help their key children settle in and become familiar with the setting.
- ⤴ The key worker meets the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- ⤴ The key worker provides a secure base for the children by providing support and allowing each child to explore at their own pace.
- ⤴ They are primarily responsible for their key child's care routines.

Relationships with parents/carers

- ⤴ Key workers should develop a good relationship with parents/carers, ensuring that their child is cared for appropriately at nursery and accommodating their individual needs within the daily routine.
- ⤴ The key worker needs to develop a two-way channel for information between themselves

and the parent/carer to help them become aware of any significant aspects of family life that may be important to the child.

- ⤴ The key worker has responsibility for sharing their key children's development profiles with parents/carers and other professionals as required.
- ⤴ In cases where children have additional needs or are identified children in need, the key worker will be called upon to attend reviews and core group meetings with the support of a senior manager.
- ⤴ Key workers will communicate with parents/carers by approved means (for example telephone calls from the nursery office, Class Dojo, face to face meetings in the setting).

Records

- ⤴ The key worker is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEP's and completing development profiles for each of their key children during their focus week.

Welfare and Safeguarding

- ⤴ Key workers are responsible for the welfare of the children in their care. This includes (but is not limited to) monitoring patterns of absence, raising concern regarding injury, and reporting observations to the Designated Safeguarding Lead on the above in line with the schools' procedures.

Transition

- ⤴ The key worker plays an integral role transitions (for example, settling into nursery, starting a school reception class or new nursery setting), aiding in this process by introducing the children and their parents/carers to their new key person/teacher, and helping them to become familiar with their new environment.
- ⤴ It is the responsibility of the key worker to pass on records during transition periods and to ensure that these records are up to date.
- ⤴ In the case of a staff members absence, the nursery manager will implement the role of a secondary key worker to cover the role.

Manager Responsibilities

- ⤴ The nursery manager will work with nursery assistants to allocate suitable key workers for each child following the nursery transition periods.
- ⤴ The nursery manager will allocate a secondary key worker for each child if needed in cases of prolonged key worker absences.
- ⤴ The nursery manager will provide allocated opportunities for staff to give regular feedback to children and parents/carers.
- ⤴ The nursery manager will support staff in their role as key workers, ensuring that all developmental needs are met.
- ⤴ The nursery manager will support the key workers in meetings and interactions with parents/carers as required.

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