



Rise Park

Sunbeams Nursery

Key Worker Policy

Approved by the Board of Directors at its meeting on:

Signed: *P Wailing* (Chair)

Date:



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At Rise Park Sunbeams Nursery we feel that children settle best when they have a key person to relate to. The key person 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 person 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 person meets the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- ⤴ The key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- ⤴ They are primarily responsible for their key child's care routines.

Relationships with parents/carers

- ⤴ Key persons should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at nursery and accommodating their individual needs within the daily routine.
- ⤴ The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- ⤴ The key person has responsibility for sharing their key children's development profiles with parents and other professionals as required, in cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of a senior manager.

Records

- ⤴ The key person 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.
- ⤴ Where a child is supported by another member of staff who is not their key person e.g. SEN support record keeping then becomes a joint responsibility.

Welfare and Safeguarding

- ⤴ Key persons are responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development and referring on the above where necessary.

Transition

- ⤴ The key person plays an integral role any transitions e.g starting a school reception class or new nursery setting, aiding this 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 person to pass on records during transition and to ensure that these records are all up to date.
- ⤴ In the case of a staff members absence it is the responsibility of a secondary key person to cover the role of the primary key person.

Managers Responsibilities

- ⤴ Managers must make sure to allocate a secondary key person for each child who takes on responsibility in the occurrence of staff holidays or prolonged absence.
- ⤴ Managers must provide opportunities for staff to give regular feedback and to support staff in their role as key person, ensuring that all developmental needs are met.