

Key Worker Policy

The key worker ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels safe and secure whilst they are away from home.

Practitioners' Responsibilities

Relationships with key children

The key worker

- provides a secure attachment for their key children in the Pre-School.
- helps their key children settle in and become familiar with the setting.
- meets the needs of their key children by responding sensitively to their feelings, ideas and behaviour.
- provides a secure base for the children by supporting them and allowing them to explore at their own pace.
- is primarily responsible for their key child's care routines and their learning and development.

Relationships with parents/carers

The key worker

- will develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at Pre-School and accommodating their individual needs within the daily routine.
- will 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.
- has responsibility for sharing their key child's development with the parents/carers and other professionals as required. Where children may have additional needs they will be called upon to work with the Pre-Schools SENDCo.

Records

- The key worker is responsible for observational records of their key children, using these to inform their next steps and individual planning.
- Where a child is supported by another member of staff who is not their key worker, e.g. SENCO the records becomes joint responsibility.

Welfare and safeguarding

- The key worker is responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development – referring them on where necessary.

Transition

- The key worker will make available the records to the child's new setting, when required.

Manager's Responsibilities

- It is the Manager's responsibility to ensure that there should be a secondary key worker available who takes on responsibility for the child should the child's own key worker be absent for prolonged periods of time.
- The Manager must provide opportunities for staff to give regular feedback and to support staff in the role of key workers, ensuring that all developmental needs are met.

Read in conjunction with "Settling in Policy"