

The role of the Key Worker policy

Aim

To enable the child and parents/carer to build up a special relationship with one member of the staff team, who will help settle them into the nursery, to increase their confidence and security within the centre and liaise with the parents/carer about every aspect of their care.

The key worker will be responsible for initiating and maintaining records on the child and they may work with professionals to support the child and families like speech and language therapists

Methods

Once the family takes the place at the nursery the key worker will call the family to arrange settling visits. A secondary key worker will be appointed and will work with the key worker to ensure that the needs of the family are met.

The key worker will form a special relationship with the child and their family which will be open and supportive but professional.

The key worker is responsible for the child's continuing welfare which will include:

- Ensuring that any information regarding the child is obtained from the parents/carer and passed on to other members of staff where appropriate.
- To make available to the parents/carer at the end of the day any information as to how their child has spent the day whether this is written or verbal.
- Spending mealtimes with the child where possible and ensuring that time to listen and interact with the child is part of their day.
- To develop a relationship with the parents/carer and always being available to discuss areas of concern.
- Arranging regular key worker meetings with the parents/carer to discuss the child's development. This may be initiated by the parents/carer.
- Personally caring for the child when they are sick or at times of sensitivity.
- Keeping the child's profile up to date and observing the child when they are at the nursery.
- Encouraging parents/carer to contribute to the child's day at nursery.
- Being aware of their responsibilities in relation to Child Protection and Special Educational Needs and acting on them according to the policy.

Staff should be able to relate to the children in their care and make secure relationships, whilst also recognising that the children's primary attachment will be their own parents/carer.

Useful resources and websites

This policy was adopted by for Loseley Fields Children Centre.

Name:

Position:

Signature:

Date: **Review Date:**