

ROLE OF A KEY WORKER

Purpose

This policy outlines the role and responsibilities of the key person within our nurseries, in accordance with the Early Years Foundation Stage (EYFS) framework. The key person approach is fundamental in ensuring each child feels safe, valued, and supported in their learning and development.

Policy Statement

We recognise the importance of a key person system to provide continuity of care, build strong relationships, and offer a secure attachment for each child. Each child in our setting will be assigned a key person who will take a special interest in their well-being, development, and progress.

Role of the Key Person

The key person will:

- Develop a strong and trusting relationship with their key children and families.
- Help children settle into the setting and provide consistent emotional support.
- Observe and assess children's development, keeping records in line with EYFS requirements.
- Plan and tailor activities to meet individual learning needs.
- Communicate regularly with parents/carers about their child's progress and any concerns.
- Ensure children's personal care needs, such as toileting and feeding, are met sensitively.
- Work closely with other staff members to ensure smooth transitions within the setting.
- Support children in developing independence, confidence, and social skills.

- Identify any additional needs and liaise with the SENCO (Special Educational Needs Coordinator) or external professionals as needed.

Settling-In Process

- A designated key person will be assigned before a child starts in the setting.
- Parents/carers will be introduced to the key person during the initial visit.

The key person will support the child in settling in through gradual visits and interactions.

A flexible approach will be taken to meet each child's individual needs.

Transitions

The key person will support children during transitions within the setting, such as moving to a new room or preparing for school.

They will work with new key persons, parents, and other professionals to ensure a smooth transition.

A transition report will be completed and shared with the next key person or school.

Partnership with Parents

Parents/carers will be encouraged to share information about their child's interests, routines, and any concerns.

Regular communication will be maintained through daily feedback, meetings, and reports.

Parents will be involved in their child's learning journey through observations and discussions.

Confidentiality and Safeguarding

All information about children and their families will be kept confidential and shared only with relevant staff.

The key person will have a duty to follow the setting's safeguarding policies and procedures.

Any concerns about a child's welfare will be reported to the Designated Safeguarding Lead (DSL) in line with safeguarding procedures.

Review and Monitoring

This policy will be reviewed annually to ensure it remains effective and in line with EYFS requirements and best practices.

This policy ensures that the key person system effectively supports children's emotional well-being, learning, and development, creating a strong foundation for their future education and experiences.