



Keyworker policy

Key worker Responsibilities

The primary aim of the key worker system is to provide close relationships between the practitioner and the child for whom the key worker is responsible, and the parents of those children in order to assist the development of the children. It is important to distinguish between the administrative aspect of a key worker system and the development of an appropriate key person relationship and to recognise the value of both aspects of the key worker role.

Important aspects of a key person relationship are:

- Developing secure trusting relationships with key children and their parents
- Interacting with key children at a developmentally appropriate level (e.g. when working with young babies using reciprocal sounds, facial expressions and gestures.)
- Providing a secure base for your key children by supporting their interests and explorations away from you.
- Providing a secure base for your key children by being physically and emotionally available to them to come back to, by sitting at their level and in close proximity to them.
- Using body language, eye contact and voice tone to indicate that you are available and interested, gauging these according to the child's temperament and culture.
- Understanding and containing children's difficult feelings by gentle holding, providing words for feelings and empathy in a way suited to each individual child.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurance calmly and gently.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement, jealousy, love.
- Settling new key children into the setting gradually
- Whenever possible settling your key children as they arrive each day
- Eating with your key children in small key groups
- Holding key children who are bottle fed on your laps to feed, maintain eye contact and conversation
- Changing and other personal care of your key child using sensitive handling and words that are familiar to them

Responsibilities of a key worker:

- Keeping records of your key children's developmental progress, contributing observations to records kept by colleagues and sharing records with parents
- Observing your key children and analysing the information gathered through observation (observations to be put onto Eylog and shared with parents)
- Planning experiences for individual children based on your observations of their interests and development stages.
- Writing reports for parents, and holding regular progress meetings to discuss their child's progress
- Form close bonds with parents.
- Communicating with parents on a daily basis in person
- Communicating with colleagues and other professionals
- Planning key group times
- Working as a buddy for other key children
- Ensuring smooth and planned transitions when a child moves rooms and the key person changes, in line with transition policy.
- Communicate any concerns you may have over a child's development with SENCO or Behaviour Management co-ordinator.
- Work with any external agencies relating to a key child, in line with Safeguarding Children policy, and Special needs policy.

Nursery