



## 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 and buddy children along with 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
- A weekly update for parents on what their child has been learning in nursery each week 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 2 year old progress reviews for parents, and holding regular progress meetings to discuss their child's progress
- Form close bonds with parents.
- Engage and support parents in guiding their child's development at home.
- Communicating with parents on a daily basis in person about their child's experiences and development daily.
- Completing daily diaries for all children on EyLog, and publishing to parents daily
- 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 Educational needs policy.
- Children whose home language is not English, keyworkers must take reasonable steps to provide opportunities for the children to develop and use their home language in play and learning, supporting their language development at home.

### **Buddy System Policy**

All staff are responsible for their own key group of children during their time within the Nursery.

Due to staff shifts staff are not always available to speak to parents either at the beginning or the end of the day. To ensure that all parents receive the highest standards of care for their child, staff at Little Professors Nursery will work with a Buddy system.

The buddy system is designed to ensure that continuity of care for all children, and parents, therefore staff must adhere to the following procedure:

- Staff must welcome their own, and buddy's children in a morning and ensure that all messages are passed on to the child's keyworker.
- Staff must ensure that before they leave for the day their buddy is fully informed as to how their children have been and any messages for their parents.
- Staff must greet the parents of theirs and their buddy's key children of an evening, and spend some time with them at the end of the session to inform them about their child's day.
- Staff must ensure that any evening messages from parents are noted in the message book for the staff on the early shift.
- If a member of staff is off sick or on holiday the child's buddy must ensure that they continue with their individual planning, and carry on working towards each child's individual development, along with ensuring their individual routines are followed
- Staff must sign key and buddies' children in and out using the EyLog system, along with each child's daily diary.