

## **STAMPERS PRE-SCHOOL**

### **Key Worker policy (reviewed 29.3.16)**

*"A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parents." EYFS, DCFS 2008, 2012.*

#### **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 Pre-School, to increase their confidence and security within the setting, 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 a place at Stampers, the key worker will be assigned to ensure that the needs of the family are met. Being a small setting, however, all the staff will know most of the children very well (unless they are not in on the same days). There may be a need to change a child's keyworker during the course of their time in Stampers, due to changes in a child or staff member's sessions attended, and to ensure optimum opportunities for a staff member to know a child well.

#### **The Role of a Keyworker**

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.
- Ensuring that time to listen and interact with the child is part of their day.
- To develop a relationship with the parents/carer and be 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 Learning Journey up to date and observing the child when they are at Stampers.
- Encouraging parents/carer to contribute to the child's time at Stampers.
- Being aware of their responsibilities in relation to Child Protection and Inclusion 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.