



## Key Worker Policy

January 2018

As outlined in the EYFS: 'Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child to become familiar with the setting, offer a settled relationship for the child and build a relationship with parents.' (Statutory Framework for EYFS, 2017)

- Each child will be assigned a Key Person who will help them to become familiar with their surroundings and will develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship.
- The Key Person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- A child's patterns of attendance will be considered when appointing a Key Person.
- We will inform parents of the name of the Key Person, and explain their role, when a child starts. The parents will be given an information leaflet on the role of the Key Person and will have an opportunity to meet with their child's Key Person prior to their child starting. Information regarding Key Person groups will be displayed within the setting.

### The Key Person will:

- Try to meet with the child and their family prior to them starting
- Ensures that every child's learning and care is tailored to meet their individual needs.
- Seek to engage and support parent/carers in guiding their child's development at home and help families engage with more specialist support if appropriate.
- Help the child become familiar with the setting and offers a settled relationship for the child and builds a relationship with their parents.
- Take primary responsibility for the observational records of their key children. Using these to inform next steps and individualised planning. They are responsible for sharing these ongoing observations with the Room Leaders and Head of EYFS to inform the planning.
- Take an active role in planning for individual children. They will input their ideas into the weekly planning meetings to ensure that every child receives enjoyable, challenging learning experiences tailored to meet their individual needs.
- Be responsible for completing the Individual Progress Review for children and writing Next Steps for the child's development each term.
- Develop an effective two-way flow of information between themselves and the parent/carers. This will support parents in guiding their child's development at home. It will also enable the Key Person to learn more about any significant aspects of family life that may be important to the child to ensure that every child's learning and care is tailored to meet their individual needs.