



Key Worker Policy

Reviewed date: January 2024

In line with the latest Early Years Foundation Stage (EYFS) framework, Bidborough Village Nursery School is committed to providing every child with personalised and high-quality care and education. The EYFS emphasises the critical role of a key person in each child's life within early years settings.

Purpose of the Key Worker

The key person system is central to supporting children's emotional and social well-being within the nursery. This role ensures that care is tailored to meet the individual needs of each child, facilitates their adjustment to the nursery environment, and fosters secure relationships with both the child and their family.

Responsibilities of the Key Worker

- **Initial Engagement:** The key worker aims to meet the child and their family before the nursery start date to establish a rapport and begin building a trusting relationship.
- **Tailored Support:** They ensure the child's learning and care reflect their unique needs, adapting responses to the child's feelings, behaviours, and ideas.
- **Parental Collaboration:** Key workers actively support parents/carers in their child's home development and navigate them towards specialist support when necessary.
- **Observational Documentation:** Maintaining detailed observational records of their key children, key workers use this information to inform personalised planning and collaborate with educational leaders within the nursery.
- **Inclusive Planning:** They contribute to planning meetings, advocating for experiences that meet the diverse needs of each child under their care.
- **Developmental Reviews:** Key workers are responsible for conducting termly Individual Progress Reviews, setting developmental Next Steps.
- **Effective Communication:** Ensuring a robust exchange of information between the nursery and the child's family, key workers help bridge home and nursery experiences, enriching the child's developmental journey.

Engaging Parents

Upon entry into the nursery, parents are introduced to their child's key worker, who explains their role and establishes a foundation for ongoing dialogue and partnership.

Assignment of Key Workers

Key workers are assigned considering the child's attendance pattern to maximise relationship consistency and its developmental impact.

Goals of the Policy

- Personalise care and education for every child, based on their individual needs and family background.
- Establish and maintain secure, positive relationships between children, families, and nursery staff.
- Promote an active partnership with parents/carers, enhancing the child's learning and development both at the nursery and at home.