



Early Years Foundation Stage Key Worker Policy

A Key Worker is a member of staff in the Early Years Foundation Stage who has special responsibility for the education and welfare of a particular group of children during their time with us. Every child attending our Early Years Setting must be assigned a Key Worker.

Key Worker Responsibilities

Relationships with Key Children

- The Key Worker provides a secure attachment for their key children.
- They help their key children settle in and become familiar with the setting.
- The Key Worker meets the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- The Key Worker provides a secure base for the children by being there to support them and allowing them to explore at their own pace.
- They are primarily responsible for their key children's care routines.

Relationships with Parents/Carers

- Key Workers should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately in School and accommodating their individual needs within the daily routine.
- The Key Worker needs to develop a two-way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that may be important to the child.
- The Key Worker has responsibility for sharing their key children's development profiles with parents and other professionals as required; in cases of children with additional needs or identified children in need, they will be called upon to attend reviews and core group meetings with the support of a Senior Manager.

Records

- The Key Worker is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEPs and completing development profiles for each of their key children.
- Where a child is supported by another member of staff who is not their Key Worker, for example, SEND support, record keeping then becomes a joint responsibility.

Welfare and Safeguarding

- Key Workers are responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development, referring them on where necessary.

Transition

- The Key Worker plays an integral role in the transition, aiding this by introducing the children and their parents/carers to their new Key Worker and helping them to become familiar with their new environment.
- It is the responsibility of the Key Worker to pass on records during transition and to ensure that these records are up to date.
- In the case of a staff member's absence, it is the responsibility of a secondary Key Worker (normally the Room Leader) to cover the role of the primary Key Worker.