



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 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.