

## **Key Worker System**

### **National Standard; 2**

### **Outcomes Framework; Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution.**

Why?

To ensure smooth transition in to the nursery, ensuring the child's needs are met. Striving to work in Partnership with Parents throughout the process, gaining information on individual children. Key workers are first contact for Parents and children alike.

How?

When a Parent books their initial visit for their child a key worker must be designated for the family.

A Key Workers responsibilities are;

- Settling in a new child
- Liaising with Parents
- Helping parents complete their child's CARE PLAN
- Observing on a weekly basis
- Writing up weekly observations and planning enhancements for following week
- Keeping each child's Developmental folders up to date.
- Recording relevant information in each child's key worker book, a key worker book is a diary for the child written by their key worker and given to parents to keep them up to date of the child's time at nursery, it can also be used by parents to inform the key worker of happenings at home etc).
- Record relevant information on significant comments sheets
- Keeping Parents up to date with development
- Report any concerns to relevant appointed person and Nursery Team Leader

It is the Team Coach for Sunbeams and Bluebells to ensure enhancements are planned and available for following week. To ensure all children's individual needs are met.

It is Owls Team Coaches responsibility to ensure planning is undertaken half termly in advance. Enhancements must be planned weekly in advance to ensure each child's individual needs are met.