



# St Tudy Pre-school

## Key worker

Our pre-school believes that children settle in and develop best when they have a key worker/person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key worker/person approach benefits the child, the parents, the staff and the pre-school by providing secure relationships in which children can thrive, parents have confidence, staff are committed and the pre-school is a happy and dedicated place to attend and work in.

In our pre-school children should feel familiar, safe, stimulated, happy and secure with both a key worker/person and within our pre-school as a whole. We also believe parents/guardians/carers should have confidence in both their children's well-being and their role as active partners within our pre-school.

We aim to make our pre-school a welcoming place, where children settle quickly and easily because consideration has been given to the individual needs and circumstance of children and their families and linked with the correct member of staff as their Key worker/person.

A key worker/persons full role is set out in the Welfare Requirements of the EYFS (Early Years Foundation Stage) if parents/guardians/carers wish to study this in more detail.

Our pre-schools Key Work procedures are:

- We allocate a key worker before each child starts
- The Key worker is responsible for the induction of the family and for the settling in period and continually thereafter.
- The key worker offers unconditional regards for the child and is non-judgemental
- The key worker works with the parents/guardians/carers to plan and deliver a personalised place for the child's well-being, care and learning.
- The key worker acts as the key contact for the parents and has links with the carers involved with the child, such as childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key worker is responsible for the Learning journeys or baby diaries for their allocated child and for sharing information on a regular basis with the child's parents/guardians/carers to keep those records up to date, reflecting the full picture of the child within our pre-school and at their home.
- The key worker encourages positive relationships between children in their key group, spending time with them as a group, each combined session.
- We will always provide a back-up key worker so the child and parents/guardians/carers always have a key contact in the absence of the child's key worker.
- We promote the role of the key worker being the child's primary carer, as to establish a good basis of relationship but on occasions where we are session time and not all staff work every day, the children establish and grow good relationships with all our managers and staff.

