

Rougham Acorns Pre-School and Woodlands Extended Care

Key Person Policy

A key worker is a member of staff in an Early Years Centre who has special responsibility for the education and welfare of a particular group of children during their time at the pre-school.

Every child attending an Early Years Centre must be assigned a key worker.

Important aspects of a key person relationship are:

- Developing secure trusting relationships with key children and their parents.
- Interacting with key children at a developmentally appropriate level (e.g. when working with young children using reciprocal sounds, facial expressions and gestures.)
- Providing a secure base for your key children by supporting their interests and explorations away from you.
- Providing a secure base for your key children by being physically and emotionally available to them to come back to, by sitting at their level and in close proximity to them.
- Using body language, eye contact and voice tone to indicate that you are available and interested, gauging these according to the child's temperament and culture.
- Understanding and containing children's difficult feelings by gentle holding, providing words for feelings and empathy in a way suited to each individual child.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurances calmly and gently.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement, jealousy, love.
- Settling new key children into the setting gradually.
- Whenever possible settling your key children as they arrive each day.

Key working Responsibilities

The primary aim of the key worker system is to provide close relationships between the practitioner and the child for whom the key worker is responsible, and the parents /carers of those children in order to assist the development of the children. It is important to distinguish between the administrative aspects of a key worker

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system and the development of an appropriate key person relationship and to recognise the value of both aspects of the key worker role.

- Keeping records of your key children's developmental progress, contributing observations to records kept by colleagues and sharing records with parents (settling in book / initial assessment / previous reviews / records and reports)
- Observing your key children and analysing the information gathered through observation (observations to be put into Learning Journeys)
- Planning experiences for individual children based on your observations of their interests and developmental stages (weekly provision sheets)
- Writing individual education plans for your key children with special educational needs.
- Writing reports for parents and holding regular meetings to discuss progress.
- Communicating with parents on a daily basis in person.

This policy will be reviewed annually

Next review date.....

This policy was adopted on.....

Signed.....(Chair)

Signed.....(Manager)