



KEY WORKER

POLICY & PROCEDURE

AIM

It is our aim at Stepping Stones Nursery to care for the children in a safe, happy environment, always being aware of each child's individual needs. To support this aim we operate a Key Worker System.

PROCEDURE

- On enrollment at Nursery each child will be allocated to a Key Worker. Parents are informed who their child's Key Worker will be.
- Each Key Worker must introduce them-self to Parent/Guardian and explain the Key Worker System. This initial discussion should cover issues such as allergies, medication, sleep routines, food likes/dislikes, family environment, pets etc.
- On this first meeting parents are informed that should they have any questions, problems, issues they wish to discuss, it would be best to speak with their child's Key Worker, although all staff are happy to help, when a Key Worker is not around.
- Parents are informed of the file system we have in place which includes pieces of work their children complete, with consent, photographs of their children at play, on walks, at parties etc, development charts are done on a regular basis and milestone books kept.
- There are Key Worker Boards in the Cloakrooms displaying photographs of the Key Worker.
- It is the responsibility of the Key Worker to be aware of the development, progress and general wellbeing of the children they are held responsible for. It is also the Key Workers responsibility to keep other members of staff aware of anything that might need attention.
- When a child progresses onto another unit, the old and new Key Workers will have a meeting to discuss the progression of the child and the best way for integration to take place.
- It is the responsibility of all members of staff to have a well informed understanding of all children within their care. The Key Worker system is in operation, to hopefully ensure that all children are given extra attention during their time in Nursery and that good communication is always maintained with parents/guardians.

