

Banwell Buddies Key Worker Policy

Each child attending will be assigned a key person. The key person will be responsible for helping the children and families in their group feel confident and safe within our setting. They will develop a good knowledge of the children in their care so that they can respond sensitively to their feelings, ideas and behaviours. Each child will be cared for in an appropriate way to meet their needs and that of their family.

This will be done by welcoming parents/carers and children using:

- Positive body language
- Friendly greetings
- Smiling/positive language
- Signing-in book
- Good positive role models/examples

The key person will share information with parents using the following opportunities:

- Completing the induction form
- Completing the registration form
- Termly consultation
- Regular conversations
- Achievement and praise of child's progress
- Photos of their child's development
- Newsletters
- Notice boards
- Inviting them to be involved
- 2 way communication books

When notifying parents/children of their Keyworker's absence we will introduce the substitute Keyworker to the family and child.

We will involve parents within the pre-school environment by;

- Identifying individual skills
- Inviting on excursions
- Regular Communication

As we are aware that it is difficult for some parents to be actively involved within the setting we will look at different strategies for involving fathers or parents who work or live apart from their children.

Each Key person will be positive role models for other staff /parents and children by;

- Their approach to noise levels within environment
- Walking inside the building
- Not sitting on tables
- Being positive
- Using children's/parents names when talking to them
- Showing respect to all
- Being available/flexible
- Being aware of individual needs

The initial settling in of each child will be individually assessed and the key person will be responsible for arranging home visits and visits to the setting. It is important that children and their families are welcomed and shown around by their key person. Registration forms will be filled in together at home visit time as a chance to fully discuss the needs of the child and family. The key person will be involved in the whole settling in process of the child.

This Policy was adopted at:

Held on the:

Signature

Position: