

## Key worker policy

At Mogghill Nursery we aim to offer the children in attendance a very high standard of care. One of the ways in which we hope to achieve this is to have a high ratio of adults to children. We hope that within a few weeks of a child attending Mogghill all staff will get to know them. However in order to give more personal attention to each child and his or her parents/carers, we have a key worker system in place.

What is a key worker?

- A key worker is the named carer for a small group of children as identified by a colour group, e.g. Green Group.
- There maybe one or two key workers per group/child depending on the days when staff work and the days which a child attends
- The name of the key workers and the children in each colour group are displayed on the notice board each term.

What is the role of the key worker?

- To introduce themselves to the new child/adults
- To reassure the child and carer during settling in
- To help the child/ren to adjust to the new surroundings, people and routines
- To build a relationship with each child in their group giving continuity of care
- To have on going communication with the parents/carers
- To encourage the children in play, learning, friendship, conversation etc.
- To provide practical care such as toilet hygiene, change of clothes etc
- To provide and plan for small group activities when required
- To keep other staff informed of the child's development
- To have a responsibility for record keeping including ongoing observations.

However the key worker is not exclusively responsible for any one child/group of children and as such all staff have a role in caring for each child in the pre-school. In addition parents/ carers must feel free to contact other staff members, especially the pre-school manager, with any concerns or encouragements that refer to their child.