



Key Worker Policy

At Ashfield Nursery, we aim to make the setting a welcoming place where children settle happily and in their own time because consideration has been given to individual needs and circumstances of children and their families. We feel that children settle best when they each have a key worker to relate to, who knows them and their parents well and who can meet their individual needs. We believe that a key worker benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence and staff are committed. Children are also encouraged to bond with all members of staff in the rooms they are currently attending in.

A key worker is responsible for their own allocated key children, recording observations and progress checks. The key worker is also responsible for ensuring information is passed onto parents/carers, creating an effective two way flow of communication and ensuring each child is being cared for appropriately for each family. Key workers should also pass on information to other members of staff so they have a good knowledge of all children's developmental needs.

This policy was modified and adapted on: Review Date:

Signed: Role of signatory:.....

Date: