**Keyworker System Policy**

**Purpose of Policy**

At Rainbow Nursery, we believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the nursery by providing secure relationships in which children thrive and parents/carers have confidence, Our nursery staff work hard to ensure that the nursery is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents/carers to have confidence in both their children's wellbeing and their role as active partners with our nursery. We aim to make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. Each child must have a keyworker these procedures set out a model for developing a keyworker approach that promotes effective and positive relationships for children.

**Keyworker System**

Each child is allocated to a key group which has consistent practitioner’s caring for it. The keyworker is allocated before the child starts nursery or transitions into the room, however this is flexible and can change according to who the child bonds with.. The key person will help the baby or child to become familiar with the nursery and to feel confident and safe within it, they are able to develop a genuine bond with the child (and the child’s parents). The key person will strive to meet the needs of each child in their care and can skilfully pick up clues and respond sensitively to their feelings, ideas and behaviour, talking to parents to make sure that the child is being cared for appropriately for each family. They ensure that they spend quality time with their key children, for example, singing songs and sharing meals together. The key person acts as a bridge between the setting and home and parents are made aware of the importance of the keyworker system. For example, by exchanging information regarding the child’s needs, the key person is able to plan for children’s personal needs. This includes building on the foundations of learning that have been formed in the child’s home. The key person is able to observe the child in different settings, assess their stage of development and alongside parents are able to plan for that child’s next steps of learning.

The key person is responsible for:

* Providing an induction for the family during settling sessions to help the child settle into our nursery – obtaining essential information to support and care for the child.
* Working with the parents to plan and deliver a personalised plan for the child’s wellbeing, care and learning.
* Acting as the key contact for the parents to share important information and daily updates.
* Developmental records and for sharing information on a regular basis with the child’s parents to keep those records up-to-date, reflecting the full picture of the child in our nursery and at home.
* Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child’s development with those carers.
* Encouraging positive relationships between children in their key group, spending time with them as a group each day.
* Carrying out personal care needs such as nappy changing and feeding to further develop a close bond and ensure continuity of care.

**Transitions**

When children are move to a different room or setting, the keyworker sensitively supports this transition by way of communicating with the new keyworker and preparing children for this emotional change. Trial visits into the new room or setting will be organised with the support of the keyworker until the child is confident with their new surroundings. See the Transitions for further information.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*