

## The role of the keyworker.

### **Policy Statement**

At Harvey Bears Nursery and Pre-school we believe that children settle more easily if adults give both parents and children the confidence they need to settle.

We want children to feel safe, stimulated and happy in the setting and feel secure and settled all children and their families.

The keyperson's role is set out in the Safeguarding and Welfare Requirements section of The Early Years Foundation Stage.

### **Procedures**

We allocate a keyperson as soon as the child starts, this is able to be changed if the child builds up a special bond with another member of staff.

The keyperson is responsible for;

- Providing an induction for the family and settling the child into the setting.
- Ensuring relevant forms are complete.
- Explaining Policies and Procedures with particular focus on Safeguarding.
- Offering unconditional support for the child and being non-judgmental.
- Acting as the key contact for the parents.
- Completing observations and sharing information on Family.
- Encouraging families to share information on Family.
- We promote the role of the keyperson as the child's primary carer within the setting, encouraging the child to make relationships with other adults and children.

### *Settling in*

Before a child starts with us we encourage the family to visit the setting. We use this pre-start visit to complete an admission form and our terms and conditions form.

Where possible the keyperson welcomes and looks after the child and the family at the child's first session, asking parents opinion of the best way for the child to settle in.

We believe that some children take longer to settle in, as all children are different.

We judge children to have settled when they have built a relationship with their keyworker, and look to see what activities they can become involved in. They may look for a friend to play with.

Some parents may wish to stay with the child, decreasing the amount of time they stay each visit.

We do not believe that leaving a child to cry will make them settle more quickly.

### *Two Year checks*

- The keyworker completes a 2-year progress check on a child between their second and third birthdays.
- The progress check aims to review the child's development and ensure the parents have a clear picture of how their child is progressing.
- The progress will create a full picture of any actions the keyworker will take to address any developmental concerns (including working with other agencies) as agreed with the parents.
- It will outline the next steps the keyworker is working on and encourage parents to enhance this learning at home..