



Key Worker

At Fun Foundations Day Nursery we plan and organise our setting to ensure that all children receive enjoyable and challenging new experiences which are tailored to meet their individual interests and needs.

Each child is allocated their own key worker before they begin their settling-in sessions at nursery. The key worker is selected to match the age and pattern of attendance as the specific key child.

During settling-in sessions the key worker will spend lots of one: one time with the new child to encourage the development of a positive attachment, which provides security for the child and helps with the settling-in process.

We have an extremely low turn over of staff at Fun Foundations Day Nursery and we are also a small setting, which enables staff to work very closely with all of our children to cater for all needs and requirements. Our aim is to help every child to build a close relationship (in their own time) with all staff so they remain happy and confident when their Key person is not present.

The commitment of the Key Person at Fun Foundations includes:

- special responsibilities for working with a small group of children, giving them the reassurance to feel safe and cared for and building relationships with parent/carers
- ensuring that each child's needs are met and that they are given the reassurance to feel safe and cared for at nursery.
- being fully aware of the differentiation of children's starting points and needs
- be the initial point of contact for parent/carers at the settling in time
- spending time talking with families to learn all they can about their children before they start at the setting
- explaining to the parent/carers how the staff work co-operatively to meet all the needs of every child
- explaining the Foundation Phase and how we implement this in the setting
- planning a curriculum to meet the needs of their children and to ensure the children have developmentally appropriate play activities alongside a high level of adult input, underpinning all future learning.
- working alongside their children in a balance of adult-led, freely chosen and child initiated activities, through indoor and outdoor play.
- making observations and exchanging information and knowledge with parent/carers, other staff members and should the need arise with other professionals

Dates of Review	Signatures	Date of Next Review
5-10-18	A. Ferguson	October 2019