



## KEY WORKER POLICY

Sunny Beach Day Nursery will operate with a key worker system. This means that on admission to the nursery each child will be assigned a member of staff who will then fill in all their records and observations. The key worker will also build up a portfolio of your child's learning, which is called a Learning Journey.

Your child's key worker has access to personal information regarding their development and home life. This is vital in the key worker being supportive in the emotional development of your child. This information will not be shared with other members of staff unless completely necessary.

Your child's key worker is someone that you can approach at any time for formal and informal chats, with the knowledge that they will know and understand you and your child/ren best.

If your child's key worker is absent from work, your co-key worker will take over the responsibility of your child for these times.

The key worker will assist the child to settle into nursery by;

- Introducing the child and parents to the nursery
- Talking with the parents in advance
- Greeting the child at the beginning of each session, assisting the child with integration into the nursery as is necessary.

Provide for the emotional needs of the child, offering comfort and reassurance if the child is in any distress  
Offer necessary physical care for the child such as assistance with toileting.

DATE OF POLICY.....

SIGNED.....

REVIEW OF POLICY.....