



*'Doing our best to achieve our best'*

## Clarendon Primary School and Nursery

### Nursery Key Worker Policy

#### **Introduction:**

Staff at Clarendon Primary School are dedicated to identifying and meeting the individual needs of each child attending the nursery. A **key worker** is a designated member of staff who is responsible for a specific group of children. The key worker will build strong relationships with both the child and their family and will act as a primary point of contact for parents regarding the child's progress, welfare, and any other relevant issues.

This policy will provide staff with a framework in which to operate the Nursery key person system and will outline the roles and responsibilities of a key person and how these translate into practice.

By sharing and collecting further information from parents/carers, staff will be able to develop a full and precise picture of each child's level of development as well as a clear understanding of their skills, knowledge, understanding and interests. This will subsequently allow staff to carefully match provision to each child's individual needs.

#### **Role of the Key Worker:**

- **Individual Child Care** - The key worker will observe, plan, and tailor activities and learning experiences to suit the individual needs, interests, and development of the child.
- **Communication with Parents** - The key worker is responsible for maintaining regular contact with parents/carers to provide updates on the child's progress and any concerns. This includes daily verbal communication at drop-off and collection times, as well as formal meetings when required.
- **Building Relationships** - The key worker will form strong, trusting relationships with the child and their family, ensuring that the child feels safe and supported in the nursery environment.
- **Record Keeping** - The key worker will liaise with the Nursery Teacher to maintain up-to-date records of the child's progress, including observations, developmental milestones, and any special requirements.
- **Support for Transitions** - The key worker will support children during transitions, whether they are settling in or preparing to transition to school. They will work closely with the child and their family to ensure a smooth process.

#### **Relationships with parents / carers:**

- Parents are encouraged to communicate openly with their child's key worker (as well as other staff if needed) about their child's needs, preferences, and any other information that may affect their time at nursery.
- The key worker will offer guidance and support to parents regarding their child's development and offer resources or recommendations if necessary.
- Parents will have opportunities to meet with their child's class teacher or key worker for more formal discussions, such as parent-teacher meetings or progress reviews.
- The key person is responsible for liaising with the Nursery Teacher to write reports for parents and hold regular meetings to discuss progress. They are also responsible for communicating with parents themselves.

**Key workers will undertake a range of activities, alongside the class teacher and in partnership with other Early Years Staff, to help support the children they specifically oversee. These include:**

**Observation & Assessment:**

- Regularly observe the child to monitor their development and well-being.
- Keep accurate and detailed records of the child's progress in accordance with the nursery's record-keeping procedures.

**Planning and Activities:**

- Help plan appropriate activities and experiences based on the child's interests, abilities, and developmental stage.
- Adapt activities to ensure inclusivity and engagement for all children.

**Parent Liaison:**

- Provide regular updates on any concerns, achievements or changes observed are shared with both the nursery teacher and parents.

**Emotional Support:**

- Provide emotional reassurance and guidance to children, especially during key moments such as drop-off, nap times, or transitions.
- Ensure the child feels secure, supported, and confident in the nursery environment.
- When a child is 2 years of age, the key person will complete a progress check to give to the parents/carer.

**Welfare and Safeguarding:**

- In partnership with the class teacher, key persons are responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development; referring any concerns to the Nursery Teacher and/or school's designated safeguarding Lead (DSL).

**Transition:**

- The key person plays an integral role in the child's transition to school, aiding this by introducing the child and their parents / carers to their new key person / teacher and helping them to become familiar with their new environment.
- It is the responsibility of the key person to pass on any records to the class teacher who will then pass them onto their child's future as part of the transition process, ensuring all records are up to date.

**Nursery Teacher Responsibilities**

- It is the Nursery Teachers responsibility to arrange a suitable time for home visiting. (The Nursery Teacher will be present alongside the key person for any home visits.)
- They will ensure that each child has a key person who will take responsibility in the event of a prolonged staff absence.
- The Nursery Teacher will provide opportunities for staff to give regular feedback as well as provide staff support in their role.
- The Nursery Teacher will monitor all children's records of development and learning and ensure they are updated regularly and to an appropriate standard.

**Policy Review:**

Date reviewed: Autumn term 2025

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