



KEY WORKER PROCEDURE

Purpose

This procedure ensures that every child attending our wraparound care provision is assigned a key worker. This is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and Ofsted requirements, which state that each child must be assigned a key person to support their individual care, learning, and development.

Key Worker Allocation

- All children attending wraparound care will be assigned Harriet Hately as their designated key worker.
- If Harriet is absent, the senior member of staff on duty will take responsibility for ensuring continuity of care.

Role of the Key Worker

Harriet, as the designated key worker, will:

1. Build positive relationships with each child and their family to support emotional security and wellbeing.
2. Support the child's individual needs, including routines, preferences, and any additional requirements.
3. Monitor and record progress in line with EYFS requirements where applicable, ensuring information is shared with parents/carers.
4. Provide a consistent point of contact for parents/carers to discuss their child's wellbeing and experiences in the setting.
5. Ensure safeguarding and welfare are prioritised, in line with the setting's safeguarding policy and statutory guidance.

Parental Engagement

- Regular updates will be provided through verbal feedback, emails, or written notes as appropriate.
- Any concerns raised by parents will be addressed by Harriet and, if necessary, escalated to the setting manager.

Review

- The effectiveness of the key worker system will be reviewed termly by the setting manager.
- Feedback from parents, children, and staff will be considered to ensure continuous improvement.