



# Key Worker Policy

## Aim

Polesden Lacey Playschool is committed to assigning a key person to each child attending Playschool in line with the Early Years Foundation Stage (EYFS) requirements.

## Role of Key Person

The key person will help the child to become familiar with Playschool and its surroundings and the resources available and help them to settle and to feel safe and confident. They will develop a bond with both the child and parents, acting as a friendly professional.

The key person will spend time with their key child, ensuring their needs are met. They will be responsible for observing their key children, keeping records of their development and suggesting and carrying out activities to further their developmental progress.

The key person will keep the child's parents informed of their child's progress during organised parent chats and informal sharing of news. If there are any concerns about the child, the key person should be the first point of contact.

## Allocation of Key Person

Playschool will consider the sessions attended by the child when allocating a key person so the staff member who will see the child during the most sessions will be allocated.

If the key person is not available during a session the child attends then the supervisor will act as key person for that session.

As a child's pattern of sessions attended change from year to year, their key worker may also change from year to year.

Requests for a particular staff member as key person will be taken into consideration.

Should a parent wish to change their key person, they should discuss this with one of the Playschool Leaders.

New parents will be informed of their key worker and meet them at the New Parents Meeting. Other parents will be informed of any changes at the start of the academic year.



## Reviews

This policy is held on the Playschool's Website ([www.polesdenlaceyplayschool.co.uk](http://www.polesdenlaceyplayschool.co.uk)) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 6<sup>th</sup> March 2013 and signed by Nichola Hooper on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

<b>Date</b>	<b>Signed on behalf of the Playschool</b>
13 <sup>th</sup> June 2016	Natasha Matthews, Chair of the Committee
11 <sup>th</sup> June 2018	Natasha Matthews, Chair of the Committee
23 <sup>rd</sup> January 2020	Natasha Matthews, Chair of the Committee
29 <sup>th</sup> April 2021	Ellie Pragnell, Chair of the Committee