Scarborough College

KEY WORKER POLICY

This policy applies to EYFS.

Aim:

We will allocate a key person to each child who will ensure their individual needs are met and will share information with parents and colleagues. Building a genuine bond with a key person will ensure that each child feels secure within the Early Years department and is able inquire, investigate and explore the learning environment with confidence.

A key worker is a member of staff in the early year's classroom who has the responsibility for the education and welfare of a particular group of children. Every child in the EYFS classroom is assigned to a key worker. In Reception Class this is Mrs Hutchinson (Head of Early Years) and Mrs Rackham in Pre School this is either Mrs Hunter (Head of Pre School), Mrs Pickering, Mrs Haworth, or Miss Hunter.

Children are assigned to a key person for their individual needs, with the Head of EYFS or Head of Pre School overseeing all the children in their rooms. The children have an opportunity to develop relationships with all the staff within the Prep School as we share assemblies, lunchtimes and playtimes. Staff from the main school also interact with children in EYFS.

Important aspects of a key person relationship are:

- Developing secure trusting relationships with key children and their parents.
- Interacting with key children at a developmentally appropriate level.
- Providing a secure base for your key children by supporting their interests and explorations in the setting.
- Using body language, eye contact and voice tone to indicate that you are available and interested, gauging these according to the child's temperament and culture.
- Understanding and supporting children's difficult feelings and emotions with a caring, comforting and empathetic nature.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement, jealousy, love.
- Support children throughout their gradual settling in period.
- Whenever possible settling your key children as they arrive each day.
- Having regular opportunities to reflect and discuss your key children's needs with your co-workers.

Key Worker Responsibilities

The primary aim for the key worker system is to provide close relationships between the child, the parents and other staff. There are administrative aspects as well as relationship building aspects of a key worker system. Key workers must recognise the value of both roles. A key worker should:

- Keep records of key children's developmental progress, contribute observations to records kept by colleagues and share information and records with parents.
- Information is shared with parents via Class Dojo, reading records and Learning journey books (in Reception) and through observations in nursery using Evidence Me. Additional feedback in Nursery is provided to parents following their child's focus week.
- Observe key children and analyse the information gathered through observation.
- Plan experiences and next steps in the moment for individual children based on observations of their interests and developmental stages. (weekly provision sheets and focus child sheets)
- Help the Head of Early Years write individual education plans for children with special educational needs.
- Work with the Head of Pre School and Head of EYFS to write reports and complete parent meetings annually.
- Communicate with colleagues and other professionals.
- Contribute to planning group activities.
- Ensure smooth and planned transition when the child moves class, including the passing on of information on development and progress.

Head of EYFS and Head of Pre School should ensure that there is a high standard of opportunities for developing close relationships between children and key adults as follows:

- Staff cover is provided by those who are already familiar to the children.
- Practitioners frequently have opportunities to reflect on their emotional responses to the children and their work, as well as to assess the children's progress and plan play experiences.

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Chris Barker	May 2026	January 2027