

**B3.1**

## **Key Carer Policy**

### **Introduction to the Policy**

#### **New Policy:**

We believe that children thrive when they have established positive relationships which are loving and secure. This is normally provided by a child's parents/carers but it can also be provided by a Key Worker, known at Bertie's as a Key Carer. A Key Carer is a named member of staff with responsibilities for a small group of children who helps those children in the group feel safe, cared for and who supports each child in that group with their learning journey. The role is an important one and an approach set out in the EYFS which is working successfully in settings and in Reception classes. It involves the key carer in responding sensitively to children's feelings and behaviours and meeting emotional needs by giving reassurance, such as when they are new to a setting or class, and supporting the child's well-being. The Key Carer supports physical needs too, helping with issues like nappy changing, toileting and dressing. That person is a familiar figure who is accessible and available as a point of contact for parents/carers and one who builds relationships with the child and their parents/carers.

#### **Procedural points**

- Records of development and care are created
- These records are shared by the Key Carer to the parents/carers and the child
- Small groups foster close bonds between the child and the Key Carer

#### **Procedures for staff**

- Key Carers build up a positive relationship with each child and their parents/carers
- Key Carers observe each child's play and their conversations in order to really get to know each child in the group, enabling them to feel settled, happy and more confident to explore their surrounding environment, resulting in becoming more capable learners
- Key Carers observe children's development and progress both in the inside and outside environment, making notes to create a Learning Journey for each child. This includes on-going observations, photos, drawings, some activities and parent/carer contributions, as well as the child's own comments if applicable, which all contributes to a summative report at the end of each year

- Key Carer's will have a Settling In Meeting with parents/carers, which will aim to be held in the first term of a child starting
- Bertie's Nursery will hold Parent Evenings where children's learning, development and progress can be discussed in more detail with each child's parent and each child's Key Carer

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>1.02.2019</i>	<i>H Fulton</i>	<i>30.01.2020</i>