



# Wickwar Out of School Club



## **Key worker Policy**

### **Wickwar Out of School club adheres to the Early Years Foundation Stage Framework and have introduced a key worker system**

We believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and who can meet their individual needs.

Research shows that a key person approach benefits the child, parents/carers, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend all work in.

Children who attend the club are assigned a key worker – an identified adult who helps them settle into the club, ensures that they are well cared for and that their individual needs are met

The key worker system helps build positive relationships with the child and between the parents/carers and staff

### **Roles of the key worker**

- To introduce the child to the club
- To help the child get to know the routines of the club
- To keep the parent/carer informed of how the child behaves and any other behaviour issues which may arise
- To ensure that a range of appropriate activities are offered to the child
- To keep the parent/carer informed of any emotional change in the child
- To build a positive relationship with the child and offer encouragement, advice and guidance
- To be available when necessary, for the parent/carer to share relevant information about the child
- To take time to talk to the child
- To undertake observations/assessments on children who are in the reception year at their school

The manager will inform the parent/carer who is their child's key worker.  
There will be a chart by the noticeboard showing your child's key worker.

### **Parental Consent**

Wickwar Out of School Club will ensure that all parents/carers are kept informed of any changes to their child's key worker.

### **Adopted by Wickwar Out of School Club**

Signed on behalf of the named club

Position

Date

Review date