**MC900057619[5]MC900057619[5]Mucky Pups Pre-School**

**Key-Worker policy**

**Aim**

*Our aim is to provide the highest possible quality of care and education for all the children that attend our setting. This involves maintaining the required staff: child ratios and ensuring each child has their own key-worker and has a buddy should their keyworker be absent.*

*(see also the child well being policy & partnership policy)*

**The key-worker system aims to provide:**

* A point of personal contact between the setting and their family and the chance to build close bonds.
* Assistance for each child and family as they settle in to the setting.
* Continuity of experience for children during their time at Mucky Pups
* Close monitoring of each child’s progress in all developmental areas.
* Planning specific experiences for the child’s interests and developmental stage to ensure that each child’s individual needs are met including any additional needs.
* Individual knowledge of the children and their families which allows each key-worker to make a valuable contribution to the settings Safeguarding system.

**Each child’s key-worker will:**

* Keep a watchful eye and provide care and comfort over the child during their settling in period.
* Will assist new children as necessary to become a member of the group ensuring that each child understands safety boundaries, routines and feels comfortable with the people present and the activities they do.
* Build up a relationship with each child to be able to comfort and reassure them in times of distress.
* Conduct routine observations of each child, and evaluate these observations to ensure that the child’s current needs are being met.
* Ensure that the planning within the setting is adjusted as necessary to accommodate any requirements of individual children.
* Build up close relationships with the child’s family in order to inform them of their child’s progress and to make them aware of their child’s daily experiences.
* Communicate fully with any outside agencies and professionals which may be supporting the child and their families.

Date policy adopted on: 1st June 2020 Date for review: 1st June 2021

Signed: Position:Manager