



### **Key Worker Policy – Tweenie room**

- Each child will have a key worker when they are in the tweenie room. This key worker will be introduced to the parent at the earliest opportunity, so that any issues, concerns or other information can be discussed.
- The key worker responsible for the child has a folder that is used to record the child's learning and development throughout their time at the nursery.
- This recording is done by observations of the child that are either planned or spontaneous.
- The planning that is done by the members of staff is evaluated weekly, as is the observations of the children, this is then used to plan for the following weeks activities.
- Each child has an Individual Learning Journal. This is used to record the child's development in each of the areas of learning and also used to evaluate what areas the child needs developing in.
- This Individual Learning Journal is passed on to the parents on regular occasions and this then enables the parents to make any comments on their child's development.
- The child's key worker is responsible for changing the child's nappy on a daily basis, this allows continuity of care. If the key worker is not available a second key worker is allocated to the child and they will take over.
- All of the information is available for parents to access at any time. The nursery has an open door policy which enables the parent to speak to their child's key worker at any time.