

## ROLE OF THE KEY CARER

### Guidance

We greatly value the strong positive relationships we build up with the children in our setting and their families. Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn.

Every child who attends our settings is assigned a key carer to act as a bridge for the child between their home and the setting. The key carer will get to know the child well, become attuned to their likes and dislikes, attitudes and preferences, and will provide the child with particular support at key times. They will help the child to become familiar with the setting, offer a settled relationship for the child, and build a relationship with the parents. The key carer makes sure that, within the day-to-day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home.

Parents are children's first and utmost educators. Parental involvement is vital in providing effective quality day-care, and has a positive effect on children's learning. The key carer will be the key point of contact for the parents/carers of the child, and ensure that every child's learning and care is tailored to meet their individual needs, and seek to engage with all parents and support parents and carers in guiding their child's development at home.

Key carers must spend time with their key children, individually and as part of a group. Planning within the setting ensures that all individual children's needs, next steps and interests are clearly tracked, to ensure that the on-going cycle of formative assessment takes place, to support learning and development through observation, planning and assessment. The key carer is responsible for the child's records and acts as a bridge between home and the setting. The key carer will develop a relationship with the parents/carers and be a key point of contact for them, taking opportunities to share their child's developmental achievements with the parents/carers, and sharing records.

The key carer must work closely with parents and share information when parents arrive and leave about the child's interests, development, progress and learning, both at home and in the setting. Key carers must keep all parents in touch with their children's learning and development by communication, using daily feedback, summative assessment, parents' evenings and sharing activities forms. It is essential that parental contribution is welcomed at all times and this can be done in many ways, through all about me packs, individual interest forms, and sharing achievements at home, experiences and interests with key carers. This information is then used to feed into our planning to support individual children's learning and development, sharing both learning at home and in the setting.

The key carer also has a role to keep a two-way flow of information between other providers that are involved in the care and education of the child such as childminders, playgroups, pre-schools, nannies etc through summative assessments.

Each key carer must be able to provide the following information on each child upon request:

- Age of child
- Specific group (i.e EAL / SEN)
- Assessment / development records / 2year old progress check / summative assessment / tracker
- Activities and observations
- Individual planning
- What adult intervention is in place to support the child's learning
- What development band the child is working in
- Care arrangements in place for the child
- All about me pack and parental involvement



Throughout the Nursery the regular care of all children is a shared staff responsibility, which ensures we can cover shifts, holidays and sickness absence. We are sensitive to the child's needs and alert to preferences and care requirements. All staff take pride in getting to know the children well, and we provide stability in our staffing for children to build and develop relationships. As a result, when a key carer is not available, other members of staff are able to provide additional support to the children, and operate a 'buddy' system ensuring that all children's needs and interests are always met. A careful procedure of transfer of responsibility and room induction will be followed to ensure a smooth transfer as children grow and move from room to room.

Key Carer lists are displayed in each room, and on the parents notice board.