

Keyworker/ Keyperson System

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Merry go Round operate a Keyworker system, who are responsible for recording observations for the child using the Tapestry Online individual Learning Journey. The Keyworker/Keyperson role is clearly set out within this policy.

During initial sessions with Merry go Round, children are allocated a Keyworker who is responsible for settling in the child, working closely with the parents/ carers, until the child feels confident within the setting. The Keyworker will be available to meet all the child's needs.

Children often form an attachment to another member of staff, their Keyperson, who will share information with the child's Keyworker. This relationship provides opportunities for the child to feel safe and make sense of their world.

Parents are informed who their child's Keyworker is during their initial settling sessions.

Snugglers Room

Whilst settling in the Snugglers room, the child will normally form an attachment with one main person. This Keyperson provides a secure base from which the child can explore their environment.

In the Snugglers room, the Keyperson also becomes their Keyworker, who will then be responsible for the child's Learning Journey. The Keyperson use their skills and sensitivity to plan experiences based on observation of their key child, which in turn will enhance and extend their learning.

The Keyworker/Keyperson system will provide:

- Assistance with settling into the Nursery.
- Close monitoring of each child's progress in all developmental areas.
- A point of personal contact between home and Nursery.
- Input onto the Nursery's curriculum planning to ensure that each individual child's needs are met, including any special educational needs and disabilities.
- Opportunities to build up positive relationships with parents.
- Children are put into manageable key worker groups.

A child's Keyworker/Keyperson

- Will introduce the new child to the Nursery staff and other children.
- Will keep an especially watchful eye on the child during the settling-in process, reassuring both child and parents are necessary.
- Will explain the learning behind the activities and resources available for that session.
- Will assist new children to become integrated into the life of the Nursery, ensuring that the child knows and understands any rules and feels comfortable with the people and activities.
- Will assist new children to show respect and kindness towards other children and staff.

Merry-go-Round Day Nursery Policy

- Builds up a relationship with the children in his/her care and is there to comfort and reassure them if necessary at time of distress.
- Will try to be aware of any changes in the child's home circumstances that may affect his / her behaviour, or needs, in Nursery.
- Will join the children in her group for meal/snack times.
- Will ensure that parents are aware of how much food/milk their child has taken and about any variation in eating and sleeping patterns or mood/behaviour. The Snugglers room share this information with the parent/ carers through individual Home Communication books.
- Will assist with toileting as necessary.
- Will actively be involved in conducting routine observations on the children in her group.
- Will ensure that the activities provided are suitable and offer a stimulating and enjoyable experience for the child.
- Will be willing to discuss a child's activities, experiences and progress with parents/carers at the end of the day.
- In conjunction with parents, will liaise as necessary with Statutory Authorities, especially in the case of children who have special educational needs and disabilities.
- Will build up a close relationship with children's parents, enabling them to be more fully involved in the life of the Nursery.

Transition

Transition is considered to be very important to the emotional wellbeing of children, transferring from one setting to another (be it home to nursery, nursery to nursery or nursery to primary school).

We can assist this process by making children familiar with the staff and setting and use photographs to help children understand what is happening and familiarise them with new staff and routines.

Transition at Green Croft

We offer a wrap-around service to our parents in which we collect from Marlbrook School nursery. A communication book is shared by staff.

Transition at Riverside

We liaise with Reception staff who visit children in the nursery and arrange visits and shared events, familiarising children with their new surroundings and to assist children's development and make transition as smooth as possible.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024

