



KEY WORKER POLICY

At Toptotz the staff are dedicated to providing all children with the care and security they need that will help them to become confident and so enjoy their time with us.

Once a child is registered at Toptotz they will be allocated a named member of staff as their key worker. It is the responsibility of the key worker to form a special relationship with the child and their parents/guardians. The key worker will help the child to settle in and will liaise closely with the parents/guardians over all aspects of their child's care.

Prior to a child starting at Toptotz an appointment will be made with the key worker to settle the child in and gain information about the child also to give parents the opportunity to clarify any issues regarding their child's needs.

- The key worker will be responsible for initiating and maintaining records on the child and developing a relationship with the parents/guardian and being available to discuss any concerns they may have.
- Personally caring for the child when they are sick.
- Carrying out observations on the child and keeping their records up to date.
- Producing written reports as required.
- Encouraging parents/guardians to contribute to their child's day at nursery.
- Being aware of their responsibilities in relation to Child Protection and Special Educational Needs and acting on them accordingly.