



Laugh and Learn Pre-School

Key Worker Policy

General Welfare Requirements in accordance with the EYFS

The provider must take all necessary steps to keep children and adults safe and well. Each child must be assigned a key person.

Policy Statement

Here at Laugh and Learn we believe that every child deserves the best possible start in life and the support that enables them to fulfill their potential. We believe that good parenting and high-quality child care together provide the foundation children need to make the most of their abilities and talents as they grow up. All the adults at Laugh and Learn are responsible for the care and wellbeing of every child within our pre-school family, and with this in mind each key worker will help ensure that every child's care is tailored to meet their individual needs, help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents, seek to engage and support parents and/or carers in guiding their child's development at home, and help families engage with more specialist support if appropriate. It is very important for us to work in partnership with Parents and other Professionals to ensure we provide the best possible care for each child.

Procedures

The key person must:

- ❖ Spend time getting to know the family of their key children and build up a relationship of trust with them.
- ❖ Spend time listening to what they have to say about their children and use this information to ensure that they have the best possible time at pre-school.
- ❖ Spend time getting to know each key child and form a solid, positive relationship with them.
- ❖ Spend time listening to the child's own voice and exploring their likes and dislikes in order to tailor the activities on offer to their preferences. Children learn best when their own interests are stimulated.
- ❖ Through ongoing observations monitor the progress of each key child and set appropriate next steps based on their age and stage of development.
- ❖ Spend time sharing information with parents about their child's progress and discuss ways of supporting their child's learning at home.
- ❖ Where necessary help families get in touch with more specialist support and continue to offer ongoing support for them, their family and child.

We take the role of the key worker seriously here at Laugh and Learn, however due to the sessional nature of the pre-school it may not always be possible for the assigned person to be in attendance for each and every session that their key children attend. However, we are committed that in such cases the care each child receives will not be diminished in any way. All the adults present are responsible for the care and wellbeing of every child and the adults within the setting will regularly share information with each other about the children. The key worker may not always be present but they will not miss any part of their key children's learning journey.

Learning Journals

The Online Tapestry Journal is an important record of each child's learning journey and the following procedure will be followed:

- ❖ Every week each child will receive observations around their likes, interests and preferences. All staff will be aware of each child's next steps and this will be reflected in these observations. These observations may be individual or group based.
- ❖ All key workers have a sound and through knowledge of their key children therefore they know and plan their next steps around each child's development using their interests to support.
- ❖ The equipment and activities planned will be based around the child's particular interests.
- ❖ Once every term a "Parents Evening" will be organised inviting parents into the setting to talk to their key worker, celebrate achievements, discuss any issues they may have and how we can support them.
- ❖ Each child's Online Tapestry Journal is available at all times for parents/ carers to access with a registered account. We actively encourage parents to comment on observations and upload their own to be involved in sharing their child's learning.
- ❖ We encourage parents to complete and edit their child's All about me on Tapestry to inform us on key information about their child.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.4 Health and Well Being	2.1 Respecting Each Other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting every child 3.3 Learning Environment 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring Term of 2026.

Signed: *Sharon Bennett*

Dated: February 2026 This policy will be reviewed in the Spring Term of 2028.