



Smallworld

Smallworld Key worker Policy

We at Smallworld operate a Key person system and all children are allocated a named member of staff who will oversee the wellbeing and progress of individual children.

Whilst all staff undertake regular observations on all children, the key person will maintain the records for their group of children. The records / observations that are kept ensure that the planning includes the developing needs of individual children. Our key person system also helps us to identify any children who may need additional support.

Any concerns about a children's development will be discussed at our staff meetings and with the pre-school SENCO who will become involved in planning an individual programme. The SENCO will monitor the child's progress and liase with parents and professionals. Where appropriate, Early Years Action will be followed in accordance with our Additional Need's Policy.

Children's records are shared with parents who are encouraged to contribute with learning experiences the child has had at home. These records include their Learning Journey, which contains photographs, observation statements and some pieces of your child's work.

We hold parent feedback sessions at least twice a year and all parents will be invited to attend this short session. Parents may make an appointment at any time to discuss their child's progress with either the key person or the pre-school supervisor.

