

Key Worker Policy

During each child's/parents initial visit they will be assigned a Key worker to provide support to them and their family.

Key worker will provide a more personnel one to one support as and when the child/family should require it.

The role of the key worker is to:

- Provide support during visits, making the child and their parent/carer feel welcome.
- Assist the parent to become confident in the care their child will receive.
- Encourage the parent to share information that will affect the care of their child.
- Encourage the parent to share information regarding special/additional needs, cultural and religious beliefs.
- Provide comfort and support to the child during settling in periods.
- Provide support to the parent/carer during settling in period and share daily information with them.
- Conduct an initial observation.
- Share ongoing information with the parent/carer that may/will affect the care and development of their child.
- Share information that will affect the child's care and development with other team members on a need to know basis.
- Conduct observations/evaluations and develop an individual support/learning plan for each child. Share the results with the child's parent/carer and other team members.
- Implement the child's support/learning plan and conduct ongoing observations/assessments to ensure the child is receiving the best possible care.
- Should other professionals be involved with the care of the child, the key worker will work with both them and the parent/carer to ensure that the child is receiving the best possible support

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