



**Aston Community
Education Trust**

Lowedges Junior Academy EYFS – Key Worker Policy

DATE: March 2025

POLICY LEAD: Lindsay Jones

APPROVED BY: LGB



Excellence



Equity



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DOCUMENT CONTROL

Policy Level	Academy		
Approved By	Local Governing Body		
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Next Review Date	March 2026	FREQUENCY	Annually
Business Lead	Lindsay Jones	Author	Lindsay Jones
VERSION NUMBER	DATE ISSUED	UPDATED INFORMATION	
Please complete this section with a brief summary of the changes you have made or if this is a full re-write/ new policy. The contents of this version control box will be shared with trustees/ the LGB as part of the approval process- Thank you			
V2	MARCH 2024	Whole policy updated.	
V3	MARCH 2025	'During the transition into Foundations @ Lowedges nursery setting, relationships that children initially formed with adults, along with their individual needs are considered when assigning key workers.' Has been added to the Transition section.	



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MISSION STATEMENT

At Lowedges we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

All adults in school have a responsibility to safeguard and promote the welfare of children.

With your commitment we will aim high to achieve and exceed expectations.

All adults in the academy have a responsibility to safeguard and promote the welfare of children

A key person is a member of staff in the Early Years Foundation Stage who has special responsibility for the education and welfare of a particular group of children during their time in FS1. Every child attending the Early Years Setting, within Nursery, is assigned a key person.

The EYFS Statutory Framework 2024 states:

3.34 Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate.

Key Person Responsibilities

Relationships with Key Children

The key person will:

- Provide a secure attachment for their key children.
- Help their key children settle in and become familiar with the setting.



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- Meet the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- Provide a sense of security for children by being there to support them and allowing them to explore at their own pace.
- Assume primary responsibility for their key children's care routines.

Relationships with Parents/Carers

The key person will:

- Develop a good relationship with parents/carers, ensuring that the child is cared for appropriately in the setting, ensuring the child's individual needs are accommodated within the daily routine.
- Develop a two-way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that may be important to the child, and share information to guide parents in their child's development at home.

Curriculum

- Key Workers will discuss and assist the Nursery Leader and EYFS Leader with the planning and the development of the school curriculum for the Early Years Foundation Stage.
- Key Workers will share a good knowledge and understanding of the Early Years Foundation Stage Curriculum for children age 3-5.
- Key Workers will ensure pupil development by adapting provision according to the need and the monitoring of progress.
- Key workers will actively participate in the provision of all aspects of the Early Years Foundation Stage provision.
- The Key Worker will assist the Nursery Leader and EYFS Lead and/or other professionals in devising individual teaching programmes involving basic care and cognitive skills.
- The Key Worker will work within, and adhere to, the policies of the Early Years Foundation Stage and the main school.

The Environment

- The Key Worker will assist with display work and preparing a classroom environment that is effective in helping children to learn efficiently under the direction of the Nursery Leader and EYFS Leader.
- The Key Worker will assist in providing a comfortable, safe, stimulating and aesthetically pleasing environment, which provides consideration of families' ethnic, cultural and linguistic backgrounds.
- The Key Worker will assist in the wiping up of blood or other bodily fluids within the policies and procedures of the setting and wider academy. All staff must be willing to undertake this duty should the need arise in the interest of maintaining a safe environment. Appropriate protective wear will be made available.

Assessment

- The Key Worker is responsible for any records relating to children's learning and also have knowledge of the children's next steps in their learning journey.
- Progress of all children is tracked on a termly basis. Key Workers, alongside the Nursery Leader and EYFS Leader, are responsible for updating termly progress trackers. Any child, where it appears are not making the desired progress, will be put in an Early Intervention Plan. It is the responsibility of the Key Worker for ensuring all actions within the Early Intervention Plans are completed.
- Key Workers are responsible for using their formative assessments to adapt planning in order to meet the needs of the children within their group.

Safeguarding

- All staff working within the Foundation Unit are responsible for the welfare and safety of all of the children in their care, monitoring patterns of absence, injury and development, referring them on to senior colleagues where necessary.

Transition

- The Key Worker plays an integral role in any transition into or between settings. They will work alongside the Nursery Leader and EYFS Leader to ensure any transitions, whether that be as a new starter or transferring to another setting, are successful for the child.
- During the transition into Foundations @ Lowedges nursery setting, relationships that children initially formed with adults, along with their individual needs are considered when assigning key workers.
- In the case of a staff member's absence, it is the responsibility of a secondary Key Worker (normally the Nursery Leader and/or EYFS Leader) to cover the role of the primary Key Worker.



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