



Key Carer Policy

At the Old Station we believe that a key carer has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with parents.

- A key carer helps the baby or child to become familiar with the setting and feel confident and safe within it.
- A key carer develops a genuine bond with children and offers a settled, close relationship.
- When children are happy and feel secure they feel confident to explore and try new things.

A key carer should:

- meet the needs of the child in their care and respond to their feelings, ideas and behaviour
- a key carer talks to parents to make sure the child is being cared for appropriately for each family and value that family
- a close relationship with a key carer does not undermine children's ties with their own parents
- make regular observations, take photographs of children's learning, and monitor progress, intervening early if there is an area of development which needs supporting.
- careful records of the child's development and progress are created (Learning Journeys) and shared with parents, the child, the key carer and other professionals as necessary. The parent should always have access to these records which can be passed on to school to support transitions and shared understanding of a child's abilities and interests (permission form should be signed).
- there should be a named second key carer 'buddy' in case of their absence. There should be consistency and continuity of care as much as possible to ensure stability for the child.