

The Role of Key Worker

Principal Statement

Each child receiving a Step by Step service will be allocated a key worker or co-ordinator to work closely alongside the child.

Naturally children may choose to speak with any staff member about personal issues and this will be respected by key workers and co-ordinators.

The principle role of the worker will be to bring all information about the child and monitor their learning and development.

Key Principles

A key worker is responsible for allocated children.

Their responsibilities are:-

- To keep the children's files in order and updated, including All About Me / Risk Assessments, Medications and Contact numbers in accordance with the staff handbook.
- Review two children on tapestry during supervisions every 8 weeks for Quality Assurance checks.
- To set their targets to promote all the 7 areas of learning.
- To attend reviews, supply reports and provide good quality child care to meet their learning objectives that will in turn push their potential.
- Key workers must meet twice a year with their key child parents to offer support and guidance and use it to update information.
- To inform the Line Manager of any significant changes in the child's well-being, care planning, behaviour, medication, contact numbers etc.
- To contact families on a regular basis to keep them up to date with changes within Step by Steps and maintain communication.
- Feedback in Team meetings on any relevant updates to other team members who also work with their key child.
- To write written reports , track progress and write support plans if needed.