

Your Child's Keyworker

A keyworker has special responsibility for a particular child and this is given on a 1-1, 1-2 or 1-4 ratio. Where necessary a 2-1 ratio can also be supported. The keyworker will work with the child and his/her parents/carers to ensure safe and appropriate care of the child's and that their individual needs are met on the day they attend.

The keyworker's aim is to ensure the child is happy and feels secure at the clubs and to observe, encourage and extend the child's learning experiences, as well as ensuring their personal needs are met.

Malvern Special Families clubs are sessional care, offered out of school hours, and staff are employed on a bank staff basis due to the varied nature of the work. Therefore it is not always possible to retain the same keyworker for the same child each time they attend. The needs of all the children on the day are taken in to account and children are allocated to a member of staff on the day of the club according to their needs and the skills and experience of the staff members working that day. When allocating keywork, the playleader and deputy consider the needs of the group as a whole, as well as the individual needs of each child.

The name of the keyworker is recorded on the register next to the child they will work with each day. The register is viewed by parent/carers on arrival and they are introduced to the keyworker for their child at the beginning of each session.

The keyworker will:

- introduce themselves to the new child and their parent/carer
- reassure the child and parent/carer during settling in
- help the child to adjust to the new surroundings, people and routines
- build a relationship with each keywork child giving continuity of care
- have on going communication with the parents/carer
- encourage the children in play, learning, friendship, conversation etc.
- provide practical care such as help with feeding, bathroom management etc
- provide and plan for small group activities when required
- keep other staff informed of the child's development have a responsibility for record keeping including ongoing observations and contribution to children's journals.
- Use the child's next steps to form the basis of on-going observations for that week.
- Contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values.
- Liaise with parents/carers, and meet them at the beginning and end of each club to give detailed handovers
- Respect confidentiality
- Provide regular consultation with your key children to ensure we continue to provide a safe and stimulating environment

The keyworker is not exclusively responsible for any one child/group of children and as such all staff have a role in caring for each child in the club. The keyworker is however expected to focus their attention on their key child ensuring they gain the best experience possible at the club.

If you have any queries or concerns about our keyworking scheme please speak to the service manager, Caroline Conein.