



## **Key worker role**

Your child's keyworker is

This is \_\_\_\_\_ group

### **Main duties of a keyworker**

- To provide for the emotional needs of the child, to comfort and reassure.
- To care for the child.
- To contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values.
- To liaise with parents/carers.
- To observe the child's progress and keep records of their interests and development.
- To meet the parents/carers for consultations 3 times a year to discuss the child's development.
- To be available to speak to the parents/carers at the beginning and end of sessions if available or arrange a date/time to visit.
- To liaise with the other settings on the progress and the welfare of the child.
- If necessary to liaise with the allocated member of staff who is responsible for safeguarding.
- To liaise with the parents/carers and Special Educational Needs Co-ordinators if there is any concern such as language, hearing or other areas.
- The keyworker will ensure parents/carers are always contacted about any concern involving their child.
- The keyworker will respect confidentiality.