KEY WORKER POLICY

In order to ensure every child in the nursery is given the appropriate level of attention and care, each child is allocated a key worker. The key worker is a named member of staff who has particular responsibility for getting to know the individual child, supporting their development and maintaining a detailed understanding of their learning, interests, needs and progress.

The key worker is part of the wider room team and is not the sole or main point of contact for parents and carers. All staff are responsible for building positive relationships with children and their families and for sharing relevant information. Parents and carers can speak to any member of the room team about their child, with information being passed to the key worker or Room Leader where appropriate.

The key worker may not always be present when a child arrives or leaves nursery. The room team will therefore ensure that children and families receive consistent care and communication. During a key worker's absence, other members of staff will continue to observe and support the child's development. The Room Leader is responsible for ensuring continuity of care and appropriate information sharing.

The role of the key worker

The key worker will do the following :

- Develop a good knowledge of their key children's individual needs, interests, development and family circumstances.
- Contribute to the child's baseline assessment and care plan when they join a new room, ensuring relevant information is recorded and shared with the team.
- Complete meaningful observations of their key children and use these to inform planning and assessment in line with the EYFS and Development Matters.
- Plan appropriate experiences that reflect each child's interests, needs and stage of development.
- Support children's care needs, including nappy changing, toileting and intimate care, in accordance with nursery procedures. These responsibilities are shared with other appropriately trained staff.
- Contribute to settling-in and transitions, working with the wider team to ensure information is passed on effectively.
- Maintain the child's learning journey and ensure it is kept up to date.
- Contribute to communication with parents and carers, sharing relevant information about their child's learning, development and experiences. Day-to-day communication may be undertaken by any member of the room team.
- Ensure significant information or concerns are shared with the Room Leader or nursery management as appropriate.

Working as a team

The key worker system does not mean that children are cared for exclusively by one member of staff. The key worker has particular responsibility for their allocated children, but the whole room team is responsible for the care, safety, learning and wellbeing of every child.

Staff should communicate effectively with one another and ensure that important information is shared. This allows children to experience continuity even when their key worker is not present and ensures parents and carers have access to the staff caring for their child.

The nursery will regularly review its key worker practice to ensure that it continues to support secure relationships, effective partnership with families and positive outcomes for children.

The Nursery Manager has overall responsibility for implementing, reviewing and maintaining this policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI GWEITHIWR ALLWEDDOL

Er mwyn sicrhau bod pob plentyn yn y feithrinfa yn cael y lefel briodol o sylw a gofal, mae gweithiwr allweddol yn cael ei ddyrannu i bob plentyn. Y gweithiwr allweddol yw aelod staff enwebedig sydd â chyfrifoldeb penodol am ddod i adnabod y plentyn unigol, cefnogi ei ddatblygiad a chynnal dealltwriaeth fanwl o'i ddysgu, ei ddiddordebau, ei anghenion a'i gynnydd.

Mae'r gweithiwr allweddol yn rhan o dîm ehangach yr ystafell ac nid yw'n unig nac yn brif bwynt cyswllt i rieni a gofalwyr. Mae'r holl staff yn gyfrifol am feithrin perthnasoedd cadarnhaol â phlant a'u teuluoedd ac am rannu gwybodaeth berthnasol. Gall rhieni a gofalwyr siarad ag unrhyw aelod o dîm yr ystafell am eu plentyn, gyda gwybodaeth yn cael ei throsglwyddo i'r gweithiwr allweddol neu Arweinydd yr Ystafell lle bo'n briodol.

Efallai na fydd y gweithiwr allweddol bob amser yn bresennol pan fydd plentyn yn cyrraedd neu'n gadael y feithrinfa. Felly, bydd tîm yr ystafell yn sicrhau bod plant a theuluoedd yn derbyn gofal a chyfathrebu cyson. Yn ystod absenoldeb gweithiwr allweddol, bydd aelodau eraill o staff yn parhau i arsylwi a chefnogi datblygiad y plentyn. Mae Arweinydd yr Ystafell yn gyfrifol am sicrhau parhad gofal a rhannu gwybodaeth briodol.

Rôl y gweithiwr allweddol

Bydd y gweithiwr allweddol yn gwneud y canlynol:

- Datblygu gwybodaeth dda am anghenion unigol, diddordebau, datblygiad ac amgylchiadau teuluol eu plant allweddol.
- Cyfrannu at asesiad sylfaenol a chynllun gofal y plentyn pan fyddant yn ymuno ag ystafell newydd, gan sicrhau bod gwybodaeth berthnasol yn cael ei chofnodi a'i rhannu gyda'r tîm.
- Cwblhau arsylwadau ystyrlon o'u plant allweddol a defnyddio'r rhain i lywio cynllunio ac asesu yn unol â'r Cynllun Blynyddoedd Cynnar a Materion Datblygu.
- Cynllunio profiadau priodol sy'n adlewyrchu diddordebau, anghenion a chyfnod datblygu pob plentyn.
- Cefnogi anghenion gofal plant, gan gynnwys newid clytiau, mynd i'r toiled a gofal personol, yn unol â gweithdrefnau'r feithrinfa. Rhennir y cyfrifoldebau hyn gyda staff eraill sydd wedi'u hyfforddi'n briodol.
- Cyfrannu at ymgartrefu a thrawsnewidiadau, gan weithio gyda'r tîm ehangach i sicrhau bod gwybodaeth yn cael ei throsglwyddo'n effeithiol.
- Cynnal taith ddysgu'r plentyn a sicrhau ei bod yn cael ei chadw'n gyfredol.
- Cyfrannu at gyfathrebu â rhieni a gofalwyr, gan rannu gwybodaeth berthnasol am ddysgu, datblygiad a phrofiadau eu plentyn. Gall unrhyw aelod o dîm yr ystafell ymgymryd â chyfathrebu o ddydd i ddydd.

- Sicrhau bod gwybodaeth neu bryderon arwyddocaol yn cael eu rhannu gyda'r Arweinydd Ystafell neu tîm rheoli yn ôl yr angen.

Gweithio fel tîm
Nid yw'r system gweithwyr allweddol yn golygu bod plant yn cael gofal gan un aelod o staff yn unig. Mae gan y gweithiwr allweddol gyfrifoldeb penodol am y plant a neilltuwyd iddynt, ond mae tîm cyfan yr ystafell yn gyfrifol am ofal, diogelwch, dysgu a lles pob plentyn.

Dylai staff gyfathrebu'n effeithiol â'i gilydd a sicrhau bod gwybodaeth bwysig yn cael ei rhannu. Mae hyn yn caniatáu i blant brofi parhad hyd yn oed pan nad yw eu gweithiwr allweddol yn bresennol ac yn sicrhau bod gan rieni a gofalwyr fynediad at y staff sy'n gofalu am eu plentyn.

Bydd y feithrinfa'n adolygu ei harfer gweithwyr allweddol yn rheolaidd i sicrhau ei bod yn parhau i gefnogi perthnasoedd diogel, partneriaeth effeithiol â theuluoedd a chanlyniadau cadarnhaol i blant.
Mae gan Reolwr y Feithrinfa gyfrifoldeb cyffredinol am weithredu, adolygu a chynnal y polisi hwn.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*