



## Cheeky Chimps Keyworker System

At Cheeky Chimps, we operate a key worker system to ensure that each and every child is looked after and catered for to the best of our ability. We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and safe place to be.

Because Cheeky Chimps is a small setting, all of the staff will get to know your child well but the keyworker has a special responsibility to reassure them and make them feel safe within the setting. They will also be responsible for updating you on how your child is getting on through informal chats and parent meetings and for keeping records of your child's development and progress (please see separate information about Tapestry Online Learning Journals).

### Procedures:

- ❖ We allocate a primary keyworker for each child prior to them starting at Cheeky Chimps.
- ❖ Where possible, we try to ensure that your child's primary keyworker is there for every session that your child attends. However, if this is not possible, a secondary keyworker will be allocated so that when the main keyworker is away, there is a familiar and trusted person who knows the child well.
- ❖ An 'All About Me' form, included within this induction pack, is used to help your child's keyworker get to know your child. Please include as much detail as possible about their interests, likes and dislikes because your child's keyworker can then use this information to plan activities for your child to do at Cheeky Chimps.
- ❖ Your child's keyworker is also there for you to share any concerns or worries with so please feel free to make an appointment with them before or after your child's session. If a suitable time cannot be arranged, a telephone conversation could be organised instead. The manager, Kate Rogers, is also available to discuss any problems that you may have.

### Your Child's Keyworkers

Primary

Secondary