

Keyworking Policy

Children are learning all the time, the playworkers who are supporting them and caring for them are their teachers even if they do not consider what they are doing as formal 'teaching'. MSF playworkers provide keyworker for the children attending the clubs and as keyworkers they have an influence on the children's development. 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.

Responsibilities

The Service Manager will ensure that all keyworkers are suitably trained and fully competent to carry out the duties required of them.

The playleader and **deputy playleader** are responsible for ensuring that each child has appointed to them a dedicated keyworker who is able to engage in a positive and constructive relationship with the child at each club. They will ensure that keyworkers are properly supervised and offer them support and guidance.

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 playworkers 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.

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.

Playworkers will 'Be There' for the children. As keyworkers they do not wait to be told by the child that s/he is afraid, anxious, sad etc.; but ensure they listen to the child and observe their behaviour and do all they can to make them feel safe and supported. Playworkers advocate on the child's behalf.

The Role of the keyworker

Keyworkers will:

- Hold conversations and daily interactions, showing and explaining the world to children;
- introduce new vocabulary in a here-and-now context; commenting on what children are doing,
- provide a narrative to support their play and understanding of the world;
- encourage children's interests;
- extend their learning through questions, new ideas and age-appropriate challenges.
- support a positive self-image and belief in their own abilities
- enhance and enrich children's experiences, 'especially the most disadvantaged'

Scaffolding

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.

The principle of scaffolding is to:

1. Observe and understand what children can already do,
2. Talk with children and their families about their interests, what they want to do and build that into planning (**intent**)
3. Have a target, unique to each child, and decide what support they need individually and put it in place, so it's responsive to their needs (**implement**)

4. Observe the children's learning and when they have reached their goal, review and reduce the support, recording their achievement in their journal (**impact**)
5. The scaffolding never gets put away, it just gets reassembled somewhere else, in a new configuration
6. The **scaffolding** takes many forms: demonstrating, discussing ideas, modelling, suggesting, questioning, commenting.

Keyword Guidance

Being There

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 keyword 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;
- talk to the child to make sure that s/he understands what is planned for the day.
- Support the child to access the club activities and be responsive to their needs
- Use the set up and wind down meetings to keep all the other staff informed achievements and changes observed in the child's day.
- Advocate on the child's behalf.
- Contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values;

Health Care

The Keyworker will:

- actively promote the health care of each child and enable them to learn about healthy living.
- ensure that the physical, emotional and health needs of the child are met at the clubs.
- liaise with parents/carers, and meet them at the beginning and end of each club to give detailed handovers; ensuring all medicine administration is recorded according to policy

Record keeping

The Keyworker will:

- 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;
- Ensure that records and the children's files are up to date and well organised.
- Complete accident/incident, chronology or other necessary forms, as the need arises
- Record any safeguarding and child protection concerns and report to the DSL immediately.
- Respect confidentiality;
- Have their name 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 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.