



LINKS CHILDCARE POLICIES & PROCEDURES

Key Educarer Policy

Last Review Date: April 2023

Policy No. 19

Issued: 2019

Policy Statement

We assign a Key Educarer (KE) to each child attending the service. Each Key Educarer is selected in consultation with the manager, based on which staff will be in direct contact with the child on a daily basis. This policy is available to all on www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

Policy

- The KE will provide continuity between home and Links Childcare and they have a 'special' responsibility for the child.
- The KE links closely with parents in helping to settle the child into the service.

This is achieved by:

- Understanding the child's/parent's needs.
- Understanding cultural differences/key words from child's own language.
- Bridging the worlds of home and creche
- Providing opportunities for siblings to interact during the day
- By developing relationships with other staff at Links Childcare.
- KE's do not remain with their children all day (lunches, breaks, etc.) – this system provides for continuity of relationship without exclusivity.

Key Educarer Responsibilities

The primary aim of the KE system is to provide close relationships between the practitioner and the child for whom the he/she is responsible, and the parents /carers of those children in order to assist the development of the children. It is important to distinguish between the administrative aspects of a KE system and the development of an appropriate key person relationship and to recognise the value of both aspects of the KE role.

- Keeping records of your key children's developmental progress, contributing observations to records kept by colleagues and sharing records with parents (settling in book / initial assessment / previous reviews / records and reports)
- Observing your key children and analysing the information gathered through observations.
- Planning experiences for individual children based on observations of their interests and developmental stages
- Writing reports for parents and holding regular meetings to discuss progress.
- Communicating with parents on a daily basis in person and through daily log books.
- Communicating with colleagues and other professionals.
- Planning key group times – these may include: Eating times, sharing stories singing and rhymes, music and movement.
- Ensuring smooth and planned transition when a child moves rooms and the KE changes, including the passing on of information on development and progress kept in KE files.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	January 2020	October 2020	April 2023
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