



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

THE KEYWORKER SYSTEM

Staff/Parents Pack

Here at Humpty Dumpty Pre-school we have a keyworker system, which will hopefully benefit parents, children and staff.

The Keyworker will have a special responsibility for a certain number of children. You will be introduced to your Keyworker when you come in on your first day after being offered a place.

The Keyworker will endeavour to ensure that each child and parent feel comfortable and at ease enabling a good relationship to develop between them. The over-all curriculum framework of the Pre-school is met using this code of practice.

The parents, childminders etc, will be welcome to stay and settle their child until hopefully they themselves feel secure and ready to leave.

The Keyworker will keep records from observing and monitoring the child's progress and will encourage parents to contribute with any information that may be appropriate. These day to day liaisons will help develop a clear picture of what each individual child needs, prefers and enjoys. This will also enable us to take into consideration family values, race, culture, religion and language.

These records are totally confidential and you are free to examine them whenever you wish. When your child leaves Pre-school the records will be available to you for your safe keeping.

The Keyworker will be available to see you either before the session starts or after it has finished. If you would like this meeting to be totally confidential i.e. between yourself and your Keyworker a special appointment could be made away from the Pre-school hall.

At all times during the session a Keyworker will be available to all children and she will liaise with other staff regarding all children within the Pre-school.

If you have any queries regarding the above please do not hesitate to ask for further information.

If your Keyworker is not in and you need to speak to her please feel free to speak to either the Manager Jackie or Deputy Manager Gill.

GROUP	STAFF
LITTLE RABBIT FOO FOO	VICKI
THE TIGER WHO CAME TO TEA	LOIS
THE GRUFFALO	GILL
THE SHARK IN THE PARK	MARIE
THE VERY HUNGRY CATERPILLAR	CHANTE
THE SMARTEST GIANT IN TOWN	LISA
WHAT THE LADYBIRD HEARD	CLAUDETTE

This policy was revised and updated in September 2026
It will be reviewed annually.