

# Kids Club

## Child Induction Policy

When children first join Kids Club they will be allowed to settle in at their own pace.

We encourage parents or carers to visit the premises with their children a few weeks before they are due to start. This gives the children the opportunity to look around the Club and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

We ask parents or carers to stay with their children during the first week or two to help them settle in. We like to do this on an increasing time visit leading to children being left for longer periods on their own until a full session is completed. The time this takes is very much individual to each child.

### Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- EYFS children and their parents will be introduced to their key workers.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

This policy was adopted by: Kids Club	Date: 08 / 03 / 23
To be reviewed: 08 / 03 / 24	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and Records [3.72-3.73]; Safety and Suitability of Premises, Environment and Equipment [3.55] and Child Protection [3.7]*