



Play in Ltd

Child Induction Policy

Look around visit

We encourage parents or carers to visit the premises with their children before they decide to secure their place at the club. This gives both the parent and child the opportunity to look around the Club, ask any questions and get a feel for if the club is right for them.

In the interest of safeguarding we ask all parents and visitors not to use their mobile phone or any other device on club premises. This includes taking photographs, which is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

For safeguarding reason mobile phone are prohibited in the setting under any circumstances . If you enter the play room and you have your mobile phone on you, please ensure you ask a member of staff to show you where you can safely sort your phone while in the club.

Settling in Visits

When children first join Play in Ltd they will be allowed to settle in at their own pace. We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to establish initial relationships with staff and peers and get used to the environment. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

If necessary, parents or carers may stay with their children during the first weeks to help them settle in.

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 if necessary, 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.
- The families will be offered 2 initial settling sessions which will be free of charge. The first initial sessions will be a 2 hour visit at the club and the second session will be a walking bus trail.

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. We will then implement a 'settling in plan' where we can devise strategies to make the child feel safe, settled and at ease. This plan will be very much child-led and will be use consistently when the child is at the club.

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and Records [3.69 - 3.72]; Safety and Suitability of Premises, Environment and Equipment [3.56] and Child Protection [3.7].