



# Play in Ltd

## Child Induction Policy

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 before they decide to secure their place for a FREE 'look around visit'. 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.

### After School Club Only Settling in

After this initial visit and when the parent/carer has booked in to secure the child's place, we then recommend a FREE 'settling in session' which starts at 4.30 at the club for 1 hour where the parent can leave the child to settle in on their own. We also offer an additional FREE 2 hour settling in session after this if the parent/child feels this is necessary. In addition to these 'in club' sessions, we also offer a FREE walking bus trial (with or without a parent) before the child's first full day so they know what to expect/where we will walk on the walking bus.

If necessary, parents or carers may stay with their children during the first week 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.

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 used consistently when the child is at the club.

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| This policy was adopted by: Play in Ltd | Date: Jan 2020 |
| To be reviewed: Jan 2021                | 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]. Working Together to Safeguard Children 2018.*