

CHILD INDUCTION

All children are unique and the amount of time that a child takes to settle into our Club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in their new environment.

The Club strongly encourages parents/carers to visit the premises with their children as many times as they wish before their child/ren is due to start. Depending on the age and maturity of the child, the parent/carer may stay with the child while the rules and routines are being explained. The parent/carer will also have the option of being part of the induction process if they so wish and have both registration and signing out procedures made clear.

The Club requires that the parents/carers complete and return the Registration Form before their child starts attending our club.

Parents/carers are offered the opportunity to stay with their child during their first week.

All children including new ones to the Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Club.

Each new child will be allocated Key workers for their year group, they will encourage the child to ask questions and inform them of any concerns.

The Key worker's will explain about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

On their first day, children will be introduced to the other children at the Club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the Club and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group. The 'buddy' will explain the club's rules and routines.

All staff will supervise children new to the Club to ensure that they are happy in their new surroundings but the Key worker's will keep a special eye on them. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

The Key Worker's will observe how the child is settling in and take appropriate action if necessary. At the end of the first, second and third weeks, the Key Worker's will find time to talk in depth with the child.

If it seems that a child is taking a long time to settle in, the Key Workers will discuss the issue with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with the Key Worker's, Manager or Deputy Manager.

All staff will be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Club. If parents/carers wish to meet with the Manager / Deputy Manager, they will do their best to find time but it may be necessary to make an appointment to come in for a chat, although the Manager and Deputy Manager are always at the club by 3.00pm, when a parent/carer can always pop in for a chat, both formally or informally.