



Child Induction Policy

3.72-3.73 3.55

When a child first joins Coppice Care Club and Pre-School they will be allowed to settle at their own pace. If it is a Pre-School child then a home visit will be undertaken to get to know the child and family and start to build a bond.

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 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 already been done.

If necessary, parents or carers may stay with their children during the first week to help them settle in. Pre-School children are offered settling in sessions as required.

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.
- Children who are starting in our Pre-School are offered a Home Visit prior to starting where the Manager and the child's Key worker will visit the child in their home in order to start the Key Person attachment process.
- 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 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 parent or carers to see what can be done to make the transition easier.

This policy was reviewed and adopted on	Signed on behalf of the Club	Date for review
April 2018	J.S. Howse	April 2019