

Child Induction Policy

When children first join Knutz Out of School Club they will be supported to settle in at their own pace. When possible, we encourage parents or guardians to make an appointment 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.

Induction for new children

The induction process is intended to help children understand clearly what is expected of them so they can be safe, happy and independent while enjoying their time at club.

- 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 person.
- 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 may be 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.

Staff complete an **Induction Checklist** for each child to ensure each child receives all the information they need to be safe, happy and independent at club.

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

Policy adopted by **Knutz Out of School Club**
This version: 1st September 2021
Due for review June 2023

Signed: 
Owner/Manager

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): The safeguarding and welfare requirements: Child protection [3.4]; Safety and suitability of premises, environment and equipment [3.55]; Information and records [3.74]