

Child Induction Policy

When children first join Knutz Out of School Club they will be supported to settle in at their own pace. Parents or guardians may make an appointment for a visit with their child shortly before they are due to start to give the child the opportunity to look around the Club and ask any questions. A Staff member will go and introduce themselves to the child before their first time at Club.

Induction procedure for new children

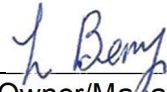
The induction process is intended to help children understand clearly what is expected of them so they can be safe, happy and independent while enjoying their time at club.

- The new child will be introduced to all members of staff.
- 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 by using a settling in checklist observation over the first few sessions.

Staff will record the child's induction in their record.

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:	25 February 2025
Due for review	January 2026

Signed: 
Owner/Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):
Safeguarding and Welfare requirements: Information and Record Keeping [3.77-3.80], Information for
Parents and Carers [3.82], Organising premises for confidentiality and safeguarding [3.72]*