



## Early Bloomers After School Club Child Induction Policy

When children first join Early Bloomers After School Club they will be allowed to settle in at their own pace.

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 yet been done.

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 person.
- The Club's activities, rules, and routines, such as snacks, signing in and signing out, will be explained, attention to the hygienic practices in line with Covid-19 safety.
- 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 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.

This policy was adopted by: Early Bloomers After School Club on 12/09/2014	Review Date: August 2021
To be Reviewed: Yearly and/or following changes in legislation, whichever happens first	Signed: Mrs Talvinder Kaur

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (DfE, 2021): Safeguarding and Welfare Requirements: Information and Records.*