

BARTON KIDS CLUB



Child Induction Policy

When children first join Barton Kids 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 and parents the opportunity to look around the Club and ask any questions they may have.

Induction for new children

- The new child will be introduced to all members of staff
- EYFS children and their parents will be introduced to their key workers.
- 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.
- 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.

Parents may talk to any staff member about any concerns or queries they have.

This policy was adopted by: Barton Kids Club	Date: February 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager