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# Induction of Children Policy

The arrival of the children at the start of each session is very important. This can have an impact on the whole session for the child.

We will work with each individual family where possible to establish a settling routine for each child. This will be based on their previous experiences at being left in the care of others and will be regularly reviewed as they settle and develop.

Each child will be given the opportunity to choose their key worker, who will discuss the child’s individual needs with their parent/carer, and class teacher. Individual needs will cover health and wellbeing, social development and learning and development through the school curriculum.

All parents are given a handbook and contract to explain about our policies and procedures and our commitment and pledge to parents. The Child Protection and Safeguarding policy will also be sent to new parents.

We have established a routine for the children when they arrive — this helps them to settle and develop a sense of belonging. We will also allocate a buddy to help your child settle and get to know everyone.

On arrival parents will be greeted by a member of staff who will register the child on the daily register. We will then support the child, if necessary, to find their coat peg and hang up their coat and bag.

Parents are encouraged to share information on their child during this time. For example if their child has had a bad night, went to bed late the previous night, or has been upset over an incident. This enables us to tailor the care we provide to meet your child’s individual needs.

Children are then asked to sit at the snack table for morning breakfast or afternoon snack.

Thereafter, children are encouraged to join in the activities by their key worker. They can choose from a range of activities — these will include quiet activities such as sharing a book as well as games, home corner and arts and crafts.

If you have any concerns about your child settling or need to adapt their arrival routine, please do not hesitate to contact us.

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| Signed: | \_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_28/07/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_27/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |