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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, and will be readily available through the Dainty Little Hands Ltd. Out of School Clubs website: <https://www.daintylittlehands.co.uk/>

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 using the IPAL system which is accessed through the Club tablet. 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 if they would like breakfast or an afternoon snack. If the children accept breakfast or afternoon snack, they will then be directed to sit at the tablet to eat.

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

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: | \_\_\_\_\_\_02/08/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_01/08/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |