

## Child Induction Policy

When children first join Quackers Out of School Clubs they will be allowed to settle in at their own pace.

### **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 who will be the clubs supervisor.
- 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 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.