



Child Induction Policy

When children first join Mighty Oaks Before and After School Club they will be allowed to settle in at their own pace.

We encourage parents/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/carers the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

Induction for new children

- The new child will be introduced to all members of staff.
- 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.
- The child will be introduced to the other children at the Club.
- 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/carers to see what can be done to make the transition easier.

<u>This policy was adopted by:</u> Mighty Oaks Before and After School Club	<u>Date agreed:</u> 1 st August 2020
<u>To be reviewed:</u> August 2022	<u>Signatures:</u> Club Manager: Epworth Trust: