

# Pioneer Childcare

## Settling in Policy

When children first join Pioneer Childcare 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 or to join us on one of our Activity Camps. This gives the children the opportunity to look around the Club, to meet some of the staff, to ask any questions and to find out a bit about who we are and what we do.

Parents/carers will need to have completed the necessary registration information on our online booking system before their child can start at any of our settings.

If a parent/carer requests to stay with their child during the first few sessions to help them settle in, this will be dealt with sensitively by the manager in consultation with the parent/carer. Some children respond better to new situations without their parent/carer's support, while others need that little extra familiar reassurance.

### Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to club.
- All staff will be expected to get to know the child and build a positive relationship with the child.
- The new child and their parents/carer will be introduced to all the club staff.
- The Club's activities, rules, and routines, such as signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go. They will be shown the toilet facilities and the different activity zones specific to each club.
- The fire evacuation procedure will be explained to the child.
- The child will be introduced to the other children at Club and, if necessary, allocated a 'buddy' who will assist them with finding their way around and involve them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy and involved.
- Staff will provide information to the parent/carer at the end of their child's first day during our Clubs and Camps. This will give the parent/carer a clear idea of the activities their child has taken part in.
- Once the child has settled into club, the Club Manager will continue to meet their needs by listening to the child and through regular liaison with the parent/carer.
- The Club Manager will ensure that any essential information is shared with the staff, such as allergies, dietary requirements, educational needs etc.

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. In our experience, some children prefer to "stand back" and assess what is going on before they get involved in the activities.

This policy was adopted by: Pioneer Childcare Ltd	Date: 25 <sup>th</sup> January 2024
To be reviewed: 24 <sup>th</sup> January 2025	Signed: <i>J. Wilkins</i>

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and organisation.*