

# Ightham Primary School



## Children Settling In Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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## Children Settling In Policy - Ightham Primary School After School/Breakfast Club

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When children first join After School/Breakfast Club 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. This gives them the opportunity to look around the Club and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been completed.

### Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- 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.
- 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 involve them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy and involved.

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.

This policy was adopted by: After School /Breakfast Club	Date: October 2021
To be reviewed: September 2023	Signed: Head Teacher    On behalf of the Governing Body