

Fernheath Play

6: Settling In Policy

All children are unique and the amount of time that a child takes to settle into our centre can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Fernheath Play strongly encourages parents/carers to visit the premises with their children prior to sending them. During this visit, Fernheath requires that the parents/carers concerned both complete and return the Membership form and annual fee.

Children new to the centre will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the centre.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about the clubs' routines and the programme of activities. They will be shown around the club, told where they can and cannot go, and have both signing in and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

On their first day, children will be introduced to the other children at the centre. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the centre and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

All staff will supervise children new to the centre to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the centre. If parents/carers wish to meet with the centre manager, they should make an appointment to come in for a chat.

Accepted and approved by Management Committee

Date.....

Signed by.....

