



Essex After School Clubs

Settling In Policy

Safeguarding and Welfare Requirements: Information and Records / Key Person
Settling In

All children are unique and the amount of time that a child takes to settle into our Club 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. (See also transition policy)

We strongly encourage parents/carers to visit the premises with their children during the week before they are due to start. During this week, the Club requires that the parents/carers concerned both complete and return the Admission Form.

Children new to the Club 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 Club.

Children will be informed about the Clubs' routines and the programme of activities.

Children who attend nursery and reception will be allocated a key person when they start (see key person policy). Parents/carers will be informed of the name of their child's key person and part of the role of the key person along with the club manager will be to observe and monitor how the settling in period is going and feedback to the parent/carer. *(EYFS Requirement: 1.10 & 3.27-Each child must be assigned a key person.)*

Club 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.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the Club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the Club 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 Club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the individual needs of the child.

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 Club.