

SECTION 4

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

R.B Kids Club

Organisation



Settling In

Policy Statement

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

EYFS key themes and commitments

1.2 Inclusive practice	2.2 Parents as partners	3.2 Supporting every child	4.4 Personal, social and emotional development
1.3 Keeping safe	2.4 Key person	3.3 The learning environment	
1.4 Health and well-being			

Procedures

The Club aims to achieve this by:

- Visiting the premises with their children during the two weeks before they are due to start. During this week, the Club requires that the parents/carers concerned both complete and return the Registration Form and Booking Form.
- Children new to the R.B Kids 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 setting.
- The parent/carer will stay with the child while the rules and routines are being explained. Children will be able to mingle with members of staff or other children within the setting if they so wish.
- Children will be informed about our routines and the programme of activities. They will be shown around the setting, including: where they can and cannot go and have both registration and signing out procedures made clear along with the procedure for collection from their classes.

- Behaviour 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.
- When and how children have break during the session will be explained including: how and when to wash hands; what we provide break and what drinks they can have.
- On their first day, children will be introduced to the other children during registration by the Co-ordinator. The child will be shown around the Club by a member of staff and introduced 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 our setting ensuring that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity, previous experiences and how they are reacting.
- Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the Co-ordinator will talk to the child about how they are settling in.
- 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 R.B Kids Club. If parents/carers wish to meet with the Co-ordinator, they should come in for a chat.
- The Co-ordinator will contact the child's parent/carer if a child comes in to Kids Club upset to inform them that their child is now happy and taking part in activities.

Policy Created March 2011	Policy reviewed: March 2013	Need for update Yes / No
Signed:	Management Committee Chairperson	Co-ordinator:
	Anya Mathewson:	Simon Keaney: