

Child Induction Policy

When children first join [1st 4 Education](#) 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 the children the opportunity to look around the supplementary school and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the supplementary school if this has not yet been done.

If necessary, parents or carers may stay with their children during the first few days to help them settle in.

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the supplementary school.
- The supplementary school's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the supplementary school 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 supplementary school and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the supplementary school environment.

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: [1st 4 Education]	Date: 10/11/2020
To be reviewed: [09/11/2021]	Signed: [M Eyahia]