

Child Induction

When children first join OSCAHS, 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 Club and ask any questions. It also gives parents the opportunity to complete the necessary online registration with the Club if this has not yet been done.

Children will be invited to attend a two-hour free settling in session prior to starting at the Club.

We understand that some families will submit their booking with very little time between the booking request and the first booked session. In this situation, it may not be practical to invite the child and their parents or carers to visit the Club for a two-hour free settling in session. In this case, we welcome parents or carers to come in with their child for the first booked session.

If necessary, parents or carers may stay with their children during the first week 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 Club.
- Children and their parents will be introduced to their key person.
- Parents/carers of children within the EYFS will receive an **All About Me** form to complete via email. Parents/carers can request a printed copy of the form if they prefer.
- The Club's activities, rules and routines, such as snacks, 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 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 Club 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 and approved by: OSCAHS Board of Directors	Date: 01/09/2026
	Next Review Date: 01/08/2027

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026):
Safeguarding and Welfare Requirements: Information and Record Keeping [3.96], Information for Parents and Carers [3.100], Organising premises for confidentiality and safeguarding [3.90]*