



Child Induction Policy

This policy has been revised in light of COVID.

Aim:

Venture Kids endeavours to provide the best possible childcare for all children who attend the setting. We will always strive to meet the needs of each individual child and help them in settling into the new environment.

Procedure:

- We encourage parents or carers to contact us by phone with any enquiries.
- We aim to provide any prospective parents with a virtual tour of the premises.
- This gives the children the opportunity to look around the Club and ask any questions.

Induction for new children

- When children first join **Venture Kids** they will be allowed to settle in at their own pace.
- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Club's activities, rules and routines, hygiene measures, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and be made aware of what is available to them.
- 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 may be 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.

Reviewed by: Siobhan McIlwaine	Date: 4/7/21
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