



## Child Induction Policy

When pupils first attend our class sessions, they will be allowed to settle in at their own pace.

We encourage parents/carers to visit our class setting with their children shortly before they are due to start. This gives the children the opportunity to look around the class and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the academy if this has not yet been done.

If necessary, parents/carers may stay with their children during the morning or afternoon session to help them settle in.

### Induction for new pupils

- The child will be introduced to all members of staff and informed about any other regular visitors to the club.
- Early years children and their parents will be introduced to their key workers.
- The club session activities, rules and routines, such as snacks and positive behaviour will be explained.
- The child will be shown around the class and guided where they can and cannot go including toilets.
- 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 possible allocated a 'peer' who will assist them with finding their way around and involving them in activities.
- Staff/volunteer member will observe the new child and will ensure that they are happy, safe, engaged and feel secure in our setting environment. If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents/carers to see what options can be achieved to make the transition easier.

This policy was adopted by: <b>Brackley STEAM Park Academy</b>	Date: <b>17 March 2024</b>
To be reviewed: <b>18 March 2024</b>	Signed: <b>HARVEY SHARMAN</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Managing behaviour [3.50-3.52].*