**KNIGHTWOOD KIDS CLUB**

**OFSTED REGISTRATION NUMBER 110551**

**CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

**C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

**CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

**SETTLING-IN**

**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.**

**KKC strongly encourages parents/carers to visit the premises with their child/children during the week before they start. During this week, the club requires that the parents/carers concerned, both complete and return the Registration Pack.**

**Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and other children and will be told about any other regular visitors to the club.**

**The children will be told of what they can and cannot do/where they can and cannot go during their first session, but staff will be on hand to help them if they are unsure of what to do, as well as other children who already attend the club.**

**Parents/carers and children will be informed about the both clubs routines if applicable and the programme of activities. They will be shown around the club, told where they can and cannot go, and have both Registration and Signing Out Procedures made clear.**

**The Children’s Code of Conduct will be explained to the child/children 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.**

**The parent/carer will also have the opportunity to ask any questions about the Parent Code of Conduct or any other matters.**

**On their first days, children will be introduced to other children at the club. Older children will be asked to help new children who, under the supervision of a member of staff, will show them around the club and introduce them to other children. The child will then be encouraged to get to know the other children and settle into the group.**

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**A staff member will collect children from year R – year 1 – year 2. Or their teacher/lsa will bring them to club**

**All staff will supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child’s age, maturity and previous experiences.**

**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 Manager will find time to 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 the club. If parents/carers wish to meet with the Manager, they should make an appointment to come in for a chat.**

**FURTHER GUIDANCE:**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **National Standards Full Day Care**

**http:/www3.imperial.ac.uk/pls/portallive/docs/1/46973696.PDF**

**POLICY START DATE …………………………………………………….. 1st September 2000**

**POLICY REVIEWED DATE ……………………………………………… 25th August 2015**

**Reviewed Sept 2017**

**Reviewed Sept 2018**

**Reviewed Oct 2019 Julie Dellow (Manager)**

**Reviewed Jan 2024**