




## Mangotsfield Out of School Club Settling In Policy

<b>Policy Author:</b>	MOOSC Management Team
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## Settling In Policy - MOOSC05.01

### **Policy**

MOOSC values the importance of making every effort to settle each child into their Club at their own pace.

### **Before Starting**

The Club is more than happy for parents/ carers to visit with or without their children before starting as we understand that a lot of children, especially those that are younger or have additional needs, may need time to become familiar with staff and surroundings.

The Club is happy to answer as many questions as a parent/ carer may have.

### **The First Week**

Parents/ carers may stay with their children during the first week to help them settle in with prior arrangement. The Play Manager will discuss that with parents/ carers on an individual basis.

New children will be introduced to all Club staff, told about any other regular visitors and introduced to their key worker where appropriate. They will be shown where they can and cannot go; including fire evacuation routes and fire exits as well as have the Club's rules and routines explained.

Club staff will make sure additional attention is given to each new child over the first few sessions to make sure they make friends, are enjoying the variety of activities and toys on offer and are happy.

If a child seems to be taking an unusually long time to settle in, this will be discussed with the parent/ carer to see what can be done to make the transition easier.

### **Related Policies**

1. Behaviour Management
2. Early Years Foundation Stage
3. Play