Future Leaders Club

Child Induction Policy

When children first join the Future Leaders Club, they will be permitted to acclimate at their own pace. We strongly encourage parents or caregivers to visit the premises with their children shortly before they are scheduled to start. This allows the children to familiarize themselves with the Club and ask any questions they may have. Additionally, it provides an opportunity for parents to complete the required registration paperwork if this has not yet been done.

If necessary, parents or caregivers are welcome to stay with their children during the initial week to facilitate a smooth transition.

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 workers.
- The Club's activities, rules, and routines, including snacks, signing in and out, will be explained.
- The child will receive a tour of the Club and be informed of the areas they are permitted to access.
- The fire evacuation procedure and locations of all fire exits will be thoroughly explained.
- The child will be introduced to the other children at the Club and assigned a 'buddy' who will assist them in navigating the environment and participating in activities.
- Staff will closely monitor the new child to ensure they are content, engaged, and feel secure within the Club environment.
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Should a child require an extended period to settle in, this will be discussed with their parents or caregivers to identify measures that can ease the transition.

This policy was adopted by: Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambanengwe, Club Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and Records [3.71-3.72]; Safety and Suitability of Premises, Environment and Equipment [3.54} and Child Protection [3.7].*