



Child Induction

When children first join Dynamic Ducks, they will be allowed to settle in at their own pace. Staff will closely monitor children and feedback to parents on collection.

We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions and see Dynamic Ducks in action. It also gives parents the opportunity to talk through anything with the Manager. The staff discuss with the child what they like doing, so we can insure that toys and activities are out for the child when they have their first session.

Induction for new children

- The new family will be given the opportunity to have a 'trial' session with their family where the Manager will show them the setting.
- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- EYFS children and their parents will be introduced to their key workers.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained, these are outlined at the beginning of each pm session.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities (if requested).
- Staff will keep a close eye on the new child and will ensure that they are happy, engage 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/ carers to see what can be done to make the transition easier.

Children's rights:

- Right to be myself
- Right to voice my opinion and be listened too
- Right to a safe environment
- Right to fair treatment
- Right to be protected from harm
- Right to clean water and food
- Right to have fun

Children's responsibilities:

- Be responsible for my own name tags
- Be responsible for wearing a high-vis jacket outside
- Be responsible for asking staff if I can go inside/outside/onto another site
- Responsibility to listen to instructions
- Responsibility to tell the truth
- Be responsible for having manners
- Be responsible for fair treatment to other

- Be responsible for respecting and accepting others opinions and listening to differing views
- Be responsible for giving suggestion and ideas to staff
- Be responsible for following rules
- Be responsible for looking after Dynamic Ducks 's properties and environment.

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| This policy was adopted by: Dynamic Ducks Ltd | Date: March 2020 |
| To be reviewed: March 2021 | Signed: E Duck |

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017)