



## Hilldrop Play Project Children Settling In Procedure

**July 2021**

Policy No.16	This policy was adopted by HACA in June 2018 and will be reviewed at least every 2 years.	<b>Date of Review:</b> July 2021
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All children are different and the time that a child takes to settle into Hilldrop Play Project can vary enormously. Therefore, children will be given the opportunity to settle in at their own pace, in order to make them feel welcome, safe and confident in a new environment.

The Play Project strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. During this week, the Play Project requires that the parents/carers complete and return the Registration, Medical Forms and all about me if the child is 5 years old or under.

Children new to the Play Project will be greeted in a warm and friendly manner. They will be introduced to all members of staff and informed about any other regular members of the Play Project.

A new child will be told about the Play Project's routines and activities. The child will be shown around the Play Project, told where they can and cannot go, and have the signing in and signing out procedures explained clearly.

Rules will be explained to the parent/carer and child, 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 **Health and Safety policy**.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week. However, this may change to COVID -19 restriction.

On their first day, the new child will be introduced to the other children at the Play Project. We will try to allocated a 'buddy' who, under the supervision of a staff member, will show them around the Play Project and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

Where appropriate a new child will be assigned a Key Worker who will ensure that they feel included in play and activities and that their needs are being met.

All staff will supervise children new to the Play Project 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 enquire how a child is feeling, what activities they enjoy and if they are unhappy about anything.

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 issues with parents/carers regarding their child and their attendance at the Play Project. If parents/carers wish to talk with the manager, they are encouraged to make an appointment to come in for a chat.