



SIMPLY PENDOYLAN

NEW CHILD INDUCTION

This policy outlines the procedures for welcoming and settling new children into the Club, ensuring their safety, wellbeing, and smooth integration in line with the requirements of the **Regulation and Inspection of Social Care (Wales) Act 2016** and CIW National Minimum Standards.

Initial Enquiry

When a family makes an enquiry, they will be provided with a **Statement of Purpose** and parent/carer information pack. This will include:

- Details of how the service is delivered
- Policies and procedures
- Safeguarding arrangements
- Fees, opening hours, and contact details

This ensures parents/carers have sufficient information to make an informed decision, as required by CIW.

Registration Process

Before a child starts, parents/carers must complete and return:

- A signed **Contract**
- A fully completed **Child Record Form**, including:
 - Emergency contact details
 - Medical information, allergies, and dietary needs
 - Additional learning needs or individual requirements
 - Consent forms (e.g. outings, medical treatment, photographs)

All records will be stored securely in line with **UK General Data Protection Regulation** and confidentiality policies.

No child will be admitted without the required documentation.

Pre-Start Visit

Families will be invited to visit the Club before the child's first session. This visit will:

- Allow the child to become familiar with the environment
- Provide an opportunity to meet staff and other children
- Enable parents/carers to ask questions
- Support a smooth transition into the setting

Reasonable adjustments will be made to support children with additional needs.

Induction on First Day

On their first day, each child will receive an induction which includes:

- A warm welcome from the Playleader and staff
- Introduction to staff and other children
- A tour of the premises, including:
 - Toilets
 - Fire exits and assembly points
 - Toy and resource areas

- Out-of-bounds areas
- Explanation of:
 - Club routines
 - Behaviour expectations and ground rules
 - Health and safety procedures (including fire evacuation)

Each child will be allocated a **'buddy'** of a similar age to support them in settling in.

Safeguarding and Wellbeing

The Club is committed to safeguarding and promoting the welfare of all children in accordance with CIW requirements.

- All staff are trained in safeguarding and child protection
- Staff remain vigilant to signs of distress or concern
- Children are supported to feel safe, valued, and included
- Individual needs, preferences, and cultural backgrounds are respected

Children will never be forced to participate in activities and will be supported to engage at their own pace.

Support for New Children

All staff share responsibility for supporting new children. Due to the small size of the Club and the familiarity of staff within the school setting, a formal key worker system is not in place. However:

- Children will receive consistent care from known staff
- Staff will monitor each child's wellbeing and engagement
- Additional support will be provided where needed

Partnership with Parents/Carers

We recognise parents/carers as partners in their child's care.

- Information about the child's progress and wellbeing will be shared regularly
- Staff are available to discuss any concerns or questions
- Any significant issues will be communicated promptly

Staff Responsibilities Checklist

Staff must ensure that each new child:

- Has been introduced to all staff
- Has been introduced to other children and supported to form friendships
- Knows where the toilets are located
- Understands the Club's ground rules and behaviour expectations
- Is aware of fire exits and basic safety procedures
- Has been shown out-of-bounds areas
- Has been shown the toy cupboard and available resources
- Feels safe, welcomed, and supported