



# High Five Club Induction Policy

Date of Policy Creation/Last Review	February 2023
Policy Lead	Emily Russell/Stacie Magnier
Date of Policy Adoption by Governing Body	March 2023
Frequency of Review	Annually
Review Due	February 2024
Policy Category	Wraparound Care

## **Induction Policy**

### **Our Aims**

We aim to make every child at the High Five Club feel welcomed and part of the wraparound care family. To ensure that the children feel safe and secure at the setting and get to know the staff who will be caring for them, we have a clear induction policy for each child who begins at The High Five Club.

### **Induction Process**

Parents/Carers will be offered a settling in visit to the setting. This will be an opportunity to look around the club, meet the staff and ask any questions before their child begins at the club.

On a child's first session at the club, a member of staff will be nominated to induct the child. The induction will cover the following:

- A tour of the club highlighting key areas such as toilets, cloak rooms, snack areas and play areas
- An introduction to staff members
- A chat about a child's likes and interests that will be recorded for future use
- An opportunity for the child to ask questions about the club
- A talk through the rules at the High Five Club

On a child's first session a nominated member of staff will check the wellbeing of the child regularly to ensure they feel settled and happy.

### **Equality**

This policy adheres to the principles, aims and objectives set out in the Newport Infant and Nursery School's Equality Policy.