

Dunkirk Fun Club Policies

6: Settling In

****COVID Addendums**

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The club strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. During this week, the club requires that the parents/carers concerned to complete and return the Registration Form and receive a Parent/Carer Handbook.

N.B. If the child has only just been admitted to school, a settling-in period within school of at least 3 weeks must elapse before any child is admitted to the club, depending on the child's age, maturity and needs. This will give the club time to assess whether or not any additional provision needs to be made to support the child within the club.

Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Club.

****Parents are not allowed in the club, and children are only allowed in their allocated room bubble (ABC upstairs, HFC downstairs) meaning that the usual tour cannot take place. Staff members of the relevant bubble will say hello at a safe distance, and the manager will explain policies and procedures at a safe distance, while directing parents to look at the policies on the website and refer to emails sent my Fun club administration.**

Depending on the age and maturity of the child, the parent/carer may stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

****from outside the club at a safe distance**

Children will be informed about the clubs' routines and the programme of activities. They will be shown around the club, told where they can and cannot go. The parent/carer will have registration, payment and signing out procedures made clear.

**** children will not have the tour, but both child and parent/carer will have the one way maps explained to them and the signage around the building – from outside at a safe distance. Registration and payment will all be electronic, and parents will be asked to refer to emails sent my Fun club administration. Signing in and out will als be electronic by FC staff, and parents will be asked to phone the fun club mobile upon arrival for collection. Parents who cannot**

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use a phone will be asked to use the gate buzzer, but to sanitize before and after.

Ground rules will be explained to the 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 Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

****this is not an option during this time**

On their first day, children will be introduced to the other children at the club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the club 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.

****children will have allocated seating in the club, so the 'buddy' will be whoever is next to the new child.**

In addition to a 'buddy', each child will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for. The key person will also build up a relationship with the parent to ensure that the needs of the child are being met.

All staff will supervise children new to the club 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 ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. During the first three weeks, the manager, or their deputy, will find time to talk to the child about how they are settling in.

****dependent on which staff are in which room bubble where the child is placed according to school campus**

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 other issues with parents/carers regarding their child and their attendance at the club. If parents/carers wish to meet with the manager, they should make an appointment.

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