



## Child Induction Policy

### General

When children first join Study Right they will be helped to settle in at their own pace.

Every child must attend the centre to complete an assessment so the staff can determine where their strengths and needs are. We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children and parents the opportunity to look around the centre and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the centre if this has not yet been done.

### Induction for New Children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the centre.
- The centre's activities, rules and routines, such as session outlines, homework and behaviour will be explained.
- The child will be shown around the centre and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the centre who will assist them with finding their way around and involving them in activities for the session.
- The tutor will be informed in advance to ensure they have provisions in place for them such as work appropriate for their needs and resources.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the centre's environment.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

*[Written in accordance with the Safeguarding and Welfare Requirements: Information and Records [3.72-3.73]; Safety and Suitability of Premises, Environment and Equipment [3.55]]*