

# Settling In Policy and Procedure



We want children to feel safe and happy in the absence of their parents; to recognise other adults as a source of authority, help and friendship, and to be able to share with their parents afterwards, the new experiences they have enjoyed at HOPS

## **In order to accomplish this, we will**

- Encourage parents to have a look round and familiarize the children with the new surroundings, and have time to play.
- Arrange for the play leaders to visit the family home, if possible, in order to gain more insight into the child's background and special needs and allow the child to become familiar with HOPS Play Leaders.
- Arrange the activity days for the children to attend one day to get the feel for the main Playscheme.

Children cannot relax and play successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their child to feel comfortable at HOPS, to benefit from what it has to offer, and to be confident they will return home at the end on the day.

However it happens occasionally that a child does not accept the placement in HOPS and may, after consultation/discussion, be withdrawn either by the parents or by a Play Leader with the committee's approval. Volunteers should not see this as a failure; it is simply a missed opportunity. We cannot always be "all things to all special needs children" although we may strive for this.

Even for children who are not having problems, some basic consideration will apply:

- Familiarise yourself with the information about your child.
- Greet him/her warmly by name when they arrive. Introduce yourself slowly and clearly.
- Help the child hand over his/her coat and lunch box, if anxiety is shown, call the child to help with putting away his/her belongings.
- Initiate conversation with the child, even those with communication problems.
- Check that the child does not need the toilet, or a drink, to be comfortable.
- Give the child a choice of appealing activities, bearing in mind the profile of his/her likes and dislikes.

This policy was adopted by: HOPS	Date January 2016
To be reviewed annually	Signed: