

Child 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 Families to visit the Setting-, if possible, in order that we might 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 in procedures aim to help parents to help their child to feel comfortable at HOPS, to benefit from what we 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it happens occasionally that a child does not accept the placement in HOPS and may, after consultation/discussion, be withdrawn either by the parents or by a Play Leader with the Trustees approval. This should not be seen 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.

HOPS reserves the right to withdraw the placement of any child where there are concerns for the health and safety and wellbeing of other Children, Volunteers and Staff. The reasons for withdrawal of access to HOPS sessions will be recorded. Any fees paid in advance will be refunded to the original payee.

Even for children who are not having problems, some basic consideration will apply: when they arrive at setting

- Familiarize 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 March 2018
To be reviewed annually	Signed: 