



Induction Policy and Keyworker's Role

A child newly arrived at the club will be guided through the behaviour requirements, and an outline of a typical session will be discussed with a member of staff, included within this discussion will be health and safety issues and procedures for evacuating the building.

Depending upon the age of the child, someone of a similar age, perhaps known to the child, will then be asked to be a special friend for a minimum of three sessions. The special friend will encourage the child to join in and will form a point of reference, contact and familiarity for the newcomer. For young children this function may be carried out by a member of staff. This special friend will introduce the child to toilet facilities, guide the newcomer around the various activities, explaining any systems such as limiting of popular activities e.g. booking time on computer or the football tables.

Keyworker – identified by the colour banded group

All children will be allocated a key worker – this person will ensure that each child is well cared for and is the first point of call should the child or their parents/ carers wish to share information and/ or any concerns.

This person is responsible for reading with their key children once a week – these children must be booked in to attend on at least three days a week for the duration of each half of each term.

Key workers duties also extend to liaising with the schools and carrying out observations on children in the **Early Year Foundation Stage** (children aged under four and up until the school term after their fifth birthday). The keyworker will ensure all learning objectives for each activity are suited to the best of each child's 'individual' ability; in line with our governing legislation. Notably the allocated keyworker for children in the EYFS are subject to change as our playworkers work on a session basis.