

Child Induction Policy

When children first join [International British Theatre School](#) they will be allowed to settle in at their own pace.

We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

If necessary, parents or carers may stay with their children during the first week to help them settle in.

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- EYFS (AGES 5 AND BELOW) children and their parents will be introduced to their key workers.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.

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.

The following camp rules will be explained:

- We are here to have fun make friends and learn, but we have to tell you a few things before hand..
- X toilets are the only toilets we can use, please don't use the teachers toilets because they are for us
- height limit on the X climbing frame is
- aged 5-6 are not allowed on X playground items if its not their normal play ground
- No running on the stage
- we use the steps to exit and enter a raised stage (teachers too, set the example)
- No climbing under the stage
- No running whilst you're eating
- No Jumping from the stage
- No using outside toys inside or outside of break times
- No messing with the scenery, it could fall on you or break
- Please don't touch any cameras or speakers without the teachers permission

This policy was adopted by: International British Theatre School	Date: 23.05.2023
To be reviewed: 23.05.2024	Signed: Ben Whiteside

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and Records [3.69 - 3.72]; Safety and Suitability of Premises, Environment and Equipment [3.56] and Child Protection [3.7]*.