



Settling In Policy

Version	3.0
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Policy Statement

At Play Inclusion Project, we want every child and young person to feel safe, stimulated, and happy in all our groups, and to feel secure and comfortable with staff.

We recognise that, due to the complex needs of the children and young people we support, starting a new group can be an overwhelming experience—particularly for those with limited experience of care outside the home or school environment. The settling-in period is therefore a crucial stage that can significantly influence a child's later happiness and engagement.

Our aim is to make all activities welcoming spaces where children and young people settle quickly and easily, with full consideration given to their individual needs. This policy places the child's emotional wellbeing at its centre. The following procedures ensure that joining a Play Inclusion Project activity is a positive, reassuring, and supportive experience for all.

Settling In Procedure

Staff will work in partnership with parents and carers to support their child in settling into the setting and throughout their time with Play Inclusion Project.

Before a child or young person joins, parents and carers are provided with key information, including:

- Start and finish times
- Daily routines
- Activities on offer

Home Visit:

Prior to attending, the Area Manager will conduct a home visit. During this visit:

- An individual care plan will be completed.
- The child's needs, preferences, and any potential triggers or challenges will be discussed.
- Parents/carers will be asked how best to comfort or support the child should they become distressed.
- Any anticipated settling-in issues can be addressed collaboratively.

Taster Session:

Children and young people will be invited to a taster session before officially starting. This allows them to:

- Visit the venue
- Meet the staff team and other children/young people
- Explore the activities available

Children and young people must be accompanied by a parent/carer during the taster session.

In-House Sessions:

All children and young people are required to attend in-house sessions before participating in trip days. This enables:

- The child to settle into the environment
- Staff to build a positive relationship with the child
- An accurate assessment of the child's individual support and care needs

Parental Contact:

On the first day of attendance, parents/carers are welcome to contact the Area Manager to check how their child is settling and enjoying the session.

End-of-Day Feedback:

At collection time, parents/carers will receive individual feedback from their child's designated support worker on how the child has progressed and engaged throughout the day.

