



## Induction Procedures

### Introduction to Pear Tree School

	Toy Top Farm	The Manor
1. Introduction to the school leaders.		
2. Brief overview of the school day		
3. Shown around all areas, including classrooms, workshop, yards, gardens, break areas etc.		
4. Made aware of emergency procedures		
5. Shown the location of fire extinguishers		
6. Shown the location of the medical room and First Aid Kits		
7. Demonstration of the fire alarm		
8. Dicused Health and Safety issues		

Member of Staff's Signature	
Supervisor's Signature	
Date	Date