



## Induction Procedure

Child/Young person's Name		Date of Birth	
Home			
Admission Date		First Review Date	

Local Authority Details								
Local Education Authority Details								
Health Authority Details								
Has a Notification of Admission been sent to the following:	LA		ERASE		LEA		HA	

Information Received	Date Received
Placement Agreement	
Pear Tree Referral Procedure	
Signed Consent Forms	
Local Authority Care Plan	
Local Authority/IRO Reports	
Core Assessment	
Other Agencies Assessments	
Psychiatric Assessment	
Placement Plan	
EHCP/Individual Education Plan/Personal Education Plan	
Chronology of Placement	
Pathway Plan	
Passport	
Birth Certificate	

Admission Process	Date
Introduction to children and staff	
Shown their room	
Tour of home (Include fire evacuation procedure)	
Explanation of Children's Guide – Include complaints procedure.	
Possession check (List for child and ourselves, do they need anything?)	
Support child in personalising their room	
Shown around Pear Tree School at Toy Top Farm	
Shown around Pear Tree School at The Manor	

Clothing Check List	Initials
<b>Farm Equipment</b>	
Farm Trousers	
Green Wellington Boot	
Two pair of thick socks	

Green Wet Legs	
Hat	
<b>School Uniform (Supplied by Pear Tree School)</b>	
Green Waterproof	
Green T-Shirt	
Rugby Shirt	
Overalls	
Farm Bag	
<b>Riding Equipment</b>	
Jodhpurs	
Chaps	
Riding Boots	
Helmet	
<b>Walking Equipment</b>	
Gilet	
Blue Waterproofs	
Walking Boots	
Two pair of Walking Socks	
Hats (Summer and Winter)	
Gloves	
Day Sack	
Rucksack Liner	
Drinks Bottle and Flask	
<b>Cycling Equipment</b>	
Helmet	
Cycling Gloves	

<b>Initial Settling In Process</b>	<b>Date</b>
Individual Risk Assessment	
Specific Risk Assessments	
Looked After Review Report	
Care Plan	
Assigned a key worker	
Registered with GP	
Registered with Dentist	
Registered with Opticians	
Fire drill	

To be completed within one month of admission.