



## Induction Procedures

### The Homes Close Up

The Manor, Stapleton	Date completed
1. Introduction to all children / young people	
2. Shown around all the rooms	
3. Made aware of emergency procedures	
4. Shown the location of fire extinguisher/s	
5. Shown the location of the First Aid Kit	
6. Shown how to work all domestic appliances	
7. Demonstration of the security alarm	
8. Demonstration of the fire alarm	

The household administration	Date completed
Given a complete guided tour of the filing cabinets and instructions given	
Advised of all medication and reasons	
Advised of Care Plans, including levels of supervision and contact arrangements for each child / young person	
Shown how to complete accident / important information forms	
Night check procedures explained	
Copy of household activity timetable provided	
How to use the computer and access internet/Pear Tree website.	
Shown how to work the fax machine	

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