



Induction Procedures

Residential and Education Facilities

Initial Visit	Date visted	Accompanied by
Pear Tree Administration Department		
40 Stanhope Road, Darlington		
The Crest, Darlington		
2A Moorland's Road, Darlington		
15 Durham Road, Bishop Auckland		
20 Clarence Street, Bishop Auckland		
The Manor, Stapleton		
Pear Tree School (Toy Top Farm)		
Pear Tree School (The Manor)		

	Yes	No
Explanation given of Important Information Forms and how to complete		
Explanation given on how to contact the Duty Manager		
Explanation of universal filing system and how to access Care Plans and Risk Assessments		

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