



## Induction Procedures

### The Homes Close Up

<b>20 Clarence Street, Bishop Auckland</b>	<b>Date completed</b>
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	

<b>The household administration</b>	<b>Date completed</b>
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	