

**Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE**

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Website: [www.signposts.org.uk](http://www.signposts.org.uk)

Community  
Legal Service



Help Point

**“Working to Empower the Community”  
in Lancashire and Cumbria**

**Pamela Beswick - Project Director**

**Also:-**

Preston Office: (01772) 734888    Carnforth Office: (01524) 732807

### Staff Induction Procedure - Mobile Crèche

Staff who have been identified as suitable to work in the mobile crèche will take part in an Induction Procedure before they begin work in the crèche.

The Induction Procedure will cover all aspects of working in the mobile crèche and being part of the Signposts team.

Items covered will include:

- **Policies and Procedures** - All staff to be given a copy, which must be read, and any problems discussed with the Line Manager.
- **Van procedures** - Explained thoroughly to members of staff who have a full, clean driving licence.
- **Toys and Equipment** - Staff to be shown where the equipment is stored and how to access i.e. Keys
- **Time Sheets** - All sessional staff to be responsible for completing weekly time sheets; obtaining signature from Line Manager and presenting to John Heath (Project Co-ordinator, Community Links) by the 13<sup>th</sup> of each month.
- **Supervision** - All crèche staff to receive quarterly supervision from Line Manager. This will be arranged at a convenient date/time.
- **Illness/Absence** - All staff to notify Main Office (01524 419021) of any illness/absence as soon as possible. This will enable the Admin team to contact other available members of the mobile crèche team to provide cover.
- **Crèche Bookings Information** - Crèche staff will be contacted by the Admin team with details of booked crèches. Please be aware of your commitment when agreeing to attend a specific crèche. Make a note of the date, venue and times of the crèche.
- **Training Opportunities** - Signposts encourages all staff to take part in training opportunities. Please look out for this information in the monthly Team Bulletin. Any training specific to your role will be arranged by the Line Manager. Equally, any training needs/routes to qualification i.e. NVQ Levels 2 and 3 can be discussed with your Line Manager
- **Complaints** - Signposts have a detailed Complaints procedure (available to download on the Signposts website [www.signposts.org.uk](http://www.signposts.org.uk))

**Charity Registration Number: 1117645**  
**Member of AdviceUK (previously FIAC)**

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**Registered in England and Wales**



Children's Fund



Promoting City, Coast & Countryside

North Lancashire  
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