













**LADYBIRDS**  
**NURSERY**

## **Ordering of Supplies & Resources Policy**

### **Employment**

Appointed staff will be given the responsibility of ordering supplies for nursery through retailer's accounts. This may be online or instore.

Accounts that available to order from are,






-  Essentials for Education
-  Amazon online
-  Asda online
-  Tesco online
-  Bookers, online & instore
-  Smudge & Dribble
-  Shorrocks Cleaning Supplies
-  Makro
-  Axfords
-  Any other authorised by the Manager or Deputy

Those appointed staff that have been given this responsibility as part of their job role, have a duty to ensure that orders for supplies that are intended for nursery use only.

Under no circumstances is any member of staff permitted to place any orders or use Nursery Trade Accounts for their own personal use. Staff family members are also not permitted to use Nursery Trade Accounts, or shop in any store under the Nursery name.

If any member of staff is breach of this policy, then they will face immediate disciplinary action, which could result in the termination of their employment.

## Delivery of goods due to Covid-19

-  The delivery will be put on the car park by the delivery man
-  Staff are not permitted to touch the baskets in which the items are kept
-  The delivery man takes the goods out of the basket and put them on the ground
-  Staff then transfer the goods into nursery
-  The goods are all wiped with an antibacterial wipes before being put away

Issue Date - November 2015

Date to be Reviewed November 2016

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be reviewed May 2019

Date reviewed April 2019

Review Date 2020

Date to be Reviewed June 2020 (with additional Covid-19 information)

Date to be Reviewed August 2020

Date Reviewed

The policy will be reviewed sooner than the review date, should any new information be obtained.