













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.

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

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