

## Ordering of Supplies & Resources Policy

2021/2022

### 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,

- Amazon online
- Asda online
- Tesco online
- Bookers, online & instore
- Axfords
- Ewoods
- Any other authorised by the Managers

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 June 2020 (with additional Covid-19 information)  
Date to be Reviewed August 2020  
Date Reviewed November 2020  
Date to be Reviewed January 2021  
Date Reviewed September 2021 (updated Covid-19 information)  
Date to be Reviewed September 2022  
Date Reviewed December 2021  
Date to be Reviewed December 2022  
Date to be Reviewed March 2022 Covid Restrictions Lifted  
Date to be Reviewed March 2023

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