Mad Hatters

Agency Staff Policy

This policy addresses the issues of Agency Staff working in the Nursery.

- All Agency Staff must sign the Visitors Book.
- All Agency Staff to show identification on entering the Nursery.
- Nursery to have prior information of who will be coming to Nursery such as name and qualifications, DBS number etc.
- All Agency staff to sign in their mobile phone on arrival, or to switch it off and leave it in the staff room.
- All Agency Staff to sign in any medication on them into the office.
- Agency Staff to be made aware of first aid box, fire point, front door security, staff rest room and toilet facilities.