



The Children's Ark, Church Road,
Pendeen,
TR19 7SE
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Charity ref: 1147389
Ofsted: EY457353

Access to Information Policy

We believe that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works at any time when the nursery is open, simply by asking the nursery manager.

They are also welcome to see the records kept on their child, but as this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....