

PUBLIC ACCESS POLICY

Calthwaite Nursery, trading as First Class Kids, publishes the following Public Access Policy.

Calthwaite Nursery operates a Public Access Policy with regard to (a) access to its premises at The Old Post Office Calthwaite and (b) access to its records covering projects and finances.

Access to premises

During periods of normal operation and when children are under supervision, parents and members of the public visiting the premises must be supervised by a member of staff or a member of the Management Committee (a Trustee) at all times. Access will normally be granted on demand however Calthwaite Nursery reserves the right to restrict public access to its premises at times when to do so would comprise the supervision of the children under its care. On such occasions an alternative time for access will be offered.

Outside periods of normal operation (evenings, weekends and public holidays) unsupervised public access to the premises may be allowed provided that the purpose of and duration of access has been requested in writing and approved by the First Class Kids Manager or the Management Committee Chairperson or Secretary in writing. Permission for unsupervised public access to and use of the premises for the purpose of holding community meetings (including youth meetings) will not normally be withheld. Calthwaite Nursery will not levy a fee for authorised, unsupervised public access to the premises.

Access to records

Calthwaite Nursery maintains its project and finance records in a timely manner, such records being held on paper and as computer files in part by the Manager and in part by members of the Management Committee. These records are available for inspection by regulatory bodies including Ofsted on demand during normal hours of operation, such inspection being supervised by the First Class Kids Manager or a member of the Management Committee.

Records are offered for public access annually at the Calthwaite Nursery Annual General Meeting (AGM) and at other times when such access has been requested in writing and approved by the Management Committee Chairperson or Treasurer in writing. Permission for public access to records covering projects and finance other than at the AGM will not be unreasonably withheld.