



Rainbow Teddies Pre-school Policy Document

Open Door Policy

Safeguarding & Welfare Requirements:

9) Equal Opportunities

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EYFS Key Themes and Commitments:

| <i>A Unique Child</i> | <i>Positive Relationships</i> | <i>Enabling Environments</i> | <i>Learning and Development</i> |
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This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

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Signed: Pre-school Manager



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Open Door Policy

Rainbow Teddies Pre-school believes that most problems can and will be solved informally, by means of open and honest discussion. The purpose of the *Open Door Policy* is to encourage open communication and feedback, about any matter of importance to anyone who is a member of our group; be it a parent/carer; member of staff/volunteer; or any other person associated with our group.

The Pre-school Manager or the Chair of the Management Committee will make themselves available to hear any suggestions, queries or complaints that anybody connected with the pre-school may have, in this way we hope to address any concerns and will seek to bring about appropriate solutions.

In particular, if parents/carers feel that either they or their child is being unfairly excluded from becoming involved within the pre-school then we would very much like to hear from them.

To ensure that everyone is aware of our *Open Door Policy* mention of it will be made within Rainbow Teddies Pre-school's *Information Handbook*.

See also *Equality of Opportunity and Inclusion Policy*



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