**Policies and Procedures**

All our policies are reviewed on an annual basis; this has been competed in April 2025. A copy of all the policies is kept in a file on the premises and digitally on our website.

Staff sign below to say they have read and will adhere to the policies.

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| Name | Signature | Date |
| Sarah Croft |  |  |
| Gaynor Stapleton |  |  |
| Emily Nicholson |  |  |
| Ruth Few |  |  |
| Kate Davie |  |  |
| Pam Harrison |  |  |
| Sally Harrison |  |  |
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