



**Oakbridge Little Learners LTD**  
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## Access and Storage of Policies and Procedures

### Policy Statement

Oakbridge Little Learners is committed to openness and transparency. We believe that providing clear access to our policies and procedures supports positive partnerships with parents/carers and ensures staff work consistently and safely.

### Access to Policies and Procedures

- Parents/carers are welcome to view the nursery's policies and procedures at any time during normal opening hours.
- A **hard copy** of the policies and procedures is available in the **reception area**.
- Policies and procedures are also accessible via the **nursery website**.

### Staff Access

- All staff are provided with access to relevant policies and procedures as part of their induction.
- Staff are expected to familiarise themselves with policies and follow them at all times.
- Updated policies are shared with staff as required.

### Storage

- Policies and procedures are stored securely, both in paper format and electronically.
- Electronic copies are protected in line with data protection requirements.

### Review of Policies

- All policies and procedures are reviewed **annually**, or sooner if required due to changes in legislation, guidance or nursery practice.
- Amendments are made in line with current legal and regulatory requirements.

### Policy Review

**Created:** August 2015

**Reviewed:** January 2026



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Created August 2015  
Reviewed August 2025

Ofsted URN: 2822390  
Company Registration No: 15995373