



Designated Officers

Committee

Little Den is a charity, community lead Pre-School. The Management Committee runs the Pre-School and, in consultation with the staff, will make the executive decisions. The Management Committee is made up of Chairperson, Secretary, Treasurer, plus other social and fundraising parent members. They follow a constitution recommended by the Pre-School Learning Alliance. All these positions are honorary (not paid). The position of Pre-School Administrator is a paid position and is the point of contact for administration.

Committee meetings are held half-termly. The Annual General Meeting is generally held at the end of the Summer term or at the beginning of the Autumn term. All parents automatically qualify as committee members, with the stated officers elected annually.

Staff

- Manager – Emma Reeves
- Deputy Manager – Shelley Murrell
- Deputy Manager – Priya Edwards
- Assistant – Claire Wrout
- Assistant – Lucy Fisher

Designated Officers

- Health & Safety Officer – Shelley Murrell
- Special Educational Needs Co-ordinator – Priya Edwards
- Two Year Old Co-ordinator – Priya Edwards
- Designated safeguarding lead– Emma Reeves
- Deputy Safeguarding lead – Priya Edwards
- Administrator – Priya Edwards

This policy was adopted at the meeting of the Management Committee held on:

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Signed on behalf of the Little Den Pre School Playgroup:

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Print Name:

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Position: CHAIRPERSON