

Date

*Early Years Team  
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Name

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Dear Staff Member

The Children (NI) Order 1995 requires the Trust to inspect childminders and day care providers on an annual basis. As Part of this inspection we invite staff who are working with children in these facilities to make comments on the enclosed form.

Please return to the Trust in the stamped addressed envelope provided. Any information shared with your employer will be done so on an anonymous basis unless you have stated otherwise.

The Trust has a legal responsibility to comply with the Freedom of Information Act. Any information you provide to us may be subject to public disclosure under the Act, unless legally exempt. Any personal data from which you or others can be identified, including name(s) and contact details, will be protected under the terms of the Data Protection Act 1998 and will not be disclosed to other parties without your explicit consent.

You will be given an opportunity to speak to the Inspector on the day. However you are welcome to contact the Early Years team at any time to discuss any issues.

Yours sincerely

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Josephine Doherty  
Social Work Manager

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