



# HOLY TRINITY ENNISKILLEN

## Pre-School Policy on Staff Records

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Preschool

Staff employment records will be held by the Preschool and school.

These will include records of attendance, training attended, salary payments, vetting checks, complaints, disciplinary action taken.

These records will be held securely within the setting/school and retained for the duration of the employment.

Staff members have a right to access all records held. Requests for such access should be made to the principal.