

Educ8tions Ltd.



Lines of Communication Policy
(LoCP)
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Document Control

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0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Educ8tions Ltd communication policy follows the flow chart detailed below, however the centre director's do operate an open door policy for any member of the team wishing to discuss any positive's, worries or concerns they may have.

It is preferred that where possible team members follow the chart below so that the appropriate team member is aware of any points that are raised and can respond to them accordingly.

