



## Sunshine, Sunbeams and Footsteps Nurseries



### Equality of Opportunity, Inclusion and Diversity Policy

#### Our aims

Our nurseries are committed to promoting equal opportunities through positive and good working practice. We value diversity and encourage respect, fairness and justice to all users of the nursery, children, staff, families, visitors, students and anyone else we may come into contact with.

We strive for equal chances for everyone, to learn, work and play in an environment free from discrimination and victimisation.

We aim to combat discrimination through effective practice and overcome discriminatory barriers through working together and having effective procedures in place. We work alongside other policies to support this such as our admissions policy, SEN policy, partnership with parents / carers and guardians.

We are committed to working alongside the Ofsted and EYFS guidance as well as the current legislation and guidance e.g. the SEN and Disability act {SENDA 2001}, SEN Code of Practice 2001, Race Relations Act 1976 as amended by race relations {amendment} Act 2000, Sex Discrimination Act 1975.

We have a named officer who is responsible for ensuring we continue to provide and promote good, effective practice and who take a lead role in keeping up to date with news, information and any amendments which we may need to make. This information can be found on the parents notice board.

In seeking to achieve this vision, we strive to:

- Encourage equality of opportunity for all and actively promote good relations.
- Eliminate any conditions, procedures, practice, stereotypical images or individual behaviour which could lead to discrimination, even where there was no intent to discriminate- with particular regards to: **race, gender, disability, sexuality, age, religion and belief.**
- Recognise that individuals may experience disadvantage on more than one level.
- Use displays, resources and equipment that reflect our community.
- Value our community as a source of learning as well as the wider world.
- Operate a curriculum which includes activities to encourage children to respect all peoples cultural backgrounds and beliefs in accordance with the EYFS.

#### An Inclusive Curriculum

We are committed to providing an environment which encourages children to learn through their play in a fun and relaxed manner at their own individual pace. Our staff are committed to support and plan for children's individual learning in accordance with the principles of the EYFS. The nursery operate a key worker system which allows staff to observe ,monitor and effectively plan for their group of children to meet their requirements.

When a family joins our nursery, we follow a settling in procedure to ensure we have had the opportunity to exchange all information about their child such as; medical requirements, development to date, dietary requirements and any additional needs. These are assessed on an individual basis and reviewed as necessary. Methods to do this will include regular observations and progress reports being updated and sharing this information with the parents / carers. Our findings from this will then be used to support each child in their ongoing stage of development.

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As a nursery we have an annual calendar of events which informs everybody of the festivals and celebrations the nursery will be taking part in over the year. E.g. Eid, Easter, Christmas, Hanukkah, Black History Month, etc. Possible activities to support this would typically include, stories, dressing up, music, creative activities, songs and rhymes, visits to places of worship and cultural centres.

When planning activities, staff take in to account they may have to modify activities or provide additional equipment or materials to ensure that no one is excluded and that every child feels secure, included and valued. Staff support all children to participate in all activities and experiences, visits and discussions. Staff ensure that all children are listened to carefully and with respect and are encouraged to listen to each other and to try to accept differences in each others opinions. Often this can lead to a starting point for learning and sharing of experiences and discussions. This in turn will promote a feeling of self belief and boost self confidence. We focus on helping all children realise their potential.

### **Supporting Children with Learning Difficulties and Disabilities**

Through an effective communication system with parents and carers we strive to support, encourage and work alongside any child and their family who have special educational needs. We will meet with parents regularly and ask and encourage them to share information and any medical assessments with us to ensure we are best equipped to provide the best care possible for their child.

The staff will liaise with the SENCO, parents and any outside agencies to devise suitable, appropriate individual, learning plans for the child.

Regular review meetings will be arranged, notes taken and any decisions made shared with those involved. If there are any specific needs which need to be shared with other staff, these will be made available on a need to know basis.

### **Implementing the SEN Code of Practice and SENCO Officer** *( for further information see our SEN Policy)*

Our nurseries each have a named SENCO in accordance with government guidelines; a list of these named officers can be found on the parents notice board.

Our SENCO officers attend regular training sessions to keep abreast with current recommendations and legislations from our Early Years Extended Services. In addition the nursery has a range of specific publications relating to special educational needs and other nursery publications like Nursery World, Practical Preschool etc.

### **How we Monitor and Review our Inclusive Practice**

We use various systems to monitor and review our practice, the managers and room leaders carry out routine spot checks on activities as well as a more general room inspection on each of the play rooms. Specifically staff would look for accessibility to activities, equipment and resources available and how individual needs are being met and planned for.

This allows us the opportunity to review our practice, policies and procedures and by the use of regular questionnaires to the parents we are able to gather feedback from all staff and parents and in most cases also from the children in our care. In addition, we use the Ofsted self evaluation forms to state how we meet the necessary criteria and identify any areas for improvement. We can then work together to implement any necessary changes.

### **How we Promote and Value Diversity and Differences and show respect**

On a day to day basis, we strive to welcome and accept that we are all different and should therefore be valued equally on that basis. We each have different skills, knowledge, personalities, beliefs and values and whether we are staff, children, parents or visitors these should be listened to and respected. We aim to promote this with the children in our care through using a variety of positive media such as posters, pictures, photos etc. which show people within our community and beyond in a range of situations, working environments, houses etc. when carrying out activities. We will seek to encourage discussions and participation, sharing ideas and thoughts, encouraging children to draw their own ideas and display their work in and around the nursery. Children are encouraged to ask questions about why we are all different but equally special. Questions are answered truthfully and staff aim to explain to the children what the

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differences are and any reason for them e.g. why someone wears glasses, a hearing aid or uses a walking aid.

### **When and How we Challenge Inappropriate Attitudes and Practice**

We seek to question and when necessary challenge any inappropriate comments, attitudes or behaviour and deal with them straight away. We recognise that this could be from a child, member of staff, parent, carer, student or visitor to the nursery. The action the nursery would take will depend on who the offensive comment or action came from. Typically this will include in the first instance talking to the person involved and explaining the upset caused by their behaviour. If appropriate we will refer to the nursery policies and procedures and further action may be taken. We strive at all times to promote positive attitudes through good practice, being kind, patient and respectful to everyone.

### **Recruitment and Employment of Staff**

When seeking to employ new staff the nurseries consider all aspects of equality. This starts from the placing of the job advert through to offer of position.

Procedures we follow are:

- Advertisements are placed in national job centres, children's information services or local newspaper.
- In the event of this being an opportunity for promotion, internal candidates are required to apply in the same way.
- We ensure that we communicate job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.
- We will ensure that all persons who are part of the recruitment selection panel are trained on quality issues.
- A job description and personal specification will be included in application packs sent to prospective candidates.
- Personal specifications are designed to meet the needs of each position within the nursery.
- A closing date is set in order to allow each candidate time to complete application forms and return for short listing.
- All candidates are treated equally and given the opportunity to apply.
- All short listing is decided by using the personal specification format to ensure the candidates have meet the requirements stated.
- When short listing we are committed to equality of opportunity for all people and protection against all forms of discrimination with a particular regard to **gender, race, disability, sexuality, age, religion and belief**.
- Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- During the interview process, all candidates will be asked the same set of questions and they will be given time to respond. The interview panel will record each response to help decide upon the successful candidate.
- Unsuccessful candidates will be notified by post and will be given the opportunity to question why they were unsuccessful.

We strive for a work force, which reflects the diversity of the local population, ensuring that people from all sections of the local communities have equality of opportunity to obtain employment in all areas and levels.

### **Training and Organisational Development**

The nursery will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.

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- Provide training that complies with the equalities policy.
- Include equalities training as part of it's induction programme.
- Include equalities training as part of it's management development programme.
- Staff are encouraged to attend further training courses both in house and those externally organised by Early Years Extended Services.
- Staff are required to complete training evaluation forms following their course to let management know what new skills they have gained from the training. They are asked to devise an action plan – sometimes by the course facilitator – as to how they intend to share and implement the information and knowledge gained.
- Staff may be asked to produce an information sheet for other staff to share the information and knowledge gained or organise a training session.
- Strive to meet the guidance set in regards to compulsory training e.g. first aid for all staff, food safety, safeguarding children, equal opportunities, SENCO etc and ensure these are renewed as appropriate.
- A certificate folder will be kept in the office, each member of staff has a section with all of their certificates in which is updated as necessary.

### **Equal opportunities- Accessibility guidelines**

Our nursery must be accessible to and appropriate for all the members of the community who might wish or need to use them. The nursery will take all reasonable steps to ensure its employment arrangements are accessible.

### **Supporting Statements**

**Race Equality:** We are committed to promoting a cohesive society and eliminating unlawful racial discrimination. The nursery will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.

**Disability Equality:** We will not treat a person less favourably, directly or indirectly on the basis of his /her disability and will promote equality of opportunity for people with disabilities.

**Gender Equality:** We will not treat a person less favourably, directly or indirectly due to gender or marital status.

**Equality of employment:** We will through our policies and training seek to create a prejudice free and supportive working environment, a workforce which reflects the diversity of the local population.

**Accessibility:** The nurseries services must be accessible and appropriate for members of the community who might wish or need to use them.

**Sexual orientation:** We will not discriminate directly or indirectly on the grounds of sexual orientation.

**Gender reassignment:** We will not discriminate directly or indirectly on the grounds of gender reassignment.

**Religion and belief:** We will not discriminate directly or indirectly on the grounds of religion or belief. (this is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound effect on the person's way of life.)

**Age:** A person's age will not lead to unfair discrimination.

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