

EQUALITY AND DIVERSITY POLICY

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	S Milham	14-06-06
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4	Revision to existing document	V Dawe	12-11-08
5	Revision to existing document	V Dawe	20-05-09
6	Revision to existing document	V Dawe	05-11-09
7	Revision to existing document	V Dawe	12-02-10

Sunshine Day Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families in accordance with the Race Relations (Amendment) Act (2000). We aim to provide a positive and loving learning environment free from prejudice, discrimination and fear, in which all children and their families feel accepted, respected and valued.

Aims

We aim to:

- Recognise that all children are different and aim to identify how best to support each child and family.
- Value the contributions that all children and their families can bring.
- Actively promote anti-discriminatory practice to build an inclusive environment where every child can fulfil their potential.
- Continually reflect on our practice and increase our knowledge around equalities issues.
- Provide an inclusive environment recognising that as individuals, children and adults alike all require some form of support. However, we recognise that for some this may be specific and sometimes require the help of outside agencies.
- Adhere to relevant legislation to ensure equality in the service we provide (see Relevant Legislation Section)

Employment

- Sunshine Day Nursery strives to find the best candidate for every job vacancy regardless of race, religion, home language, family background, gender or disability and/or learning difficulty.
- Positions are advertised widely in the local community.
- All applicants are assessed against the same criteria.
- Each position is offered to the applicant who best meets the criteria for the post.
- As our work with children requires staff to undertake a Criminal Records Bureau (CRB) Disclosure, we would encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Having a criminal record will not necessarily bar you from working with us, this will depend upon the nature of the offence and when it occurred. We will take guidance from the Rehabilitation of Offenders Act 1974 and from Ofsted when making an employment decision. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We follow the CRB Code of Practice when handling and storing all confidential

information.

Staff

- Sunshine Day Nursery is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age or physical/mental disability.
- We have a nominated Equalities representative who leads and promotes good practice in our setting according to our Equality and Diversity Policy.
- All staff members have knowledge of our Equality and Diversity Policy and share the responsibility of ensuring that we provide a fully inclusive service for children and their parents/carers and families. They recognise the importance of their role in promoting equality and challenging discrimination.
- We seek out ongoing training/professional development opportunities for staff to enable them to keep up to date with new developments, current research and appropriate practice. This information is stored in our Continuing Professional Development file (CPD) situated in the nursery office.

Admissions

- Our nursery is open to all members of the community.
- We advertise our services widely and aim for the families that use our setting to reflect the cultural diversity of our community.
- We base our admissions policy on a fair system; we never discriminate against a child or their family, or prevent entry to our setting, on the basis of race, religion, home language, family background, gender or disability and/or learning difficulty.
- Through the Ethnic Minority Achievement Service (EMAS) we can offer a translator for parents/ carers who have English as a second language.
- We gather full and accurate information about all children before they start at Sunshine to ensure that we can meet their needs to the best of our ability. This is done by the means of our Childcare Agreement Form, 'Celebrating Me Book' and liaison between parents/carers and staff during the child's settling-in sessions.
- We work closely with EMAS where appropriate to provide support/bilingual support workers for children who have English as a second language.

Environment and Resources

- We aim to provide a secure environment in which all children can flourish and in which all contributions are valued.
- We provide resources that give a balanced view of the world and an appreciation of the rich diversity of our society.
- We encourage children through play equipment and activities that explore, acknowledge and value similarities and differences between themselves and others.
- Our physical resources take into account children's size, height and physical needs, e.g. we have child-sized tables and chairs and sinks at their level.
- We use Makaton signing throughout the setting and visual timetables in the Tiddler/Toddler Units to support children's communication, including children with English as an additional language
- We work with professionals from outside agencies to provide a multi-agency network of support for children and their families e.g. Ethnic Minority Achievement Service (EMAS), the Pre-School Special Educational Needs Service (PRESENS), the City Early Years

Children Partnership (CEYCP), Speech and Language Therapists and local and community health services, to ensure that the best care and learning opportunities are available for individual children.

The Early Years Foundation Stage Framework

- We ensure that all children have the opportunity to experience a challenging and enjoyable programme of learning and development.
- We respect each child's personal learning journey and encourage each child to recognise their own unique qualities and characteristics.
- We provide activities and experiences for the children which celebrate diversity.
- Our observation, assessment and planning process allows for the key person to plan for each child's individual needs.
- We work within the EYFS Framework to provide activities and experiences for each child which are appropriate to their age, stages of development and levels of understanding.
- We differentiate activities and experiences to suit children's individual needs to ensure that all children can participate in them, including children with Special Educational Needs (see Special Educational Needs Policy for further details)
- We plan opportunities that build on and extend all children's knowledge, experiences, interests and skills and develop their self-esteem and confidence in their ability to learn.

Inclusive Practice

- All staff members share the responsibility of ensuring that we provide a fully inclusive service for children and their parents/carers and families.
- When starting at Sunshine all children are appointed a Key Person who will liaise with parents/carers and families to identify children's individual needs and requirements to ensure that we are providing a fully inclusive service for each and every child.
- We will identify and provide additional resources and support for individual children, where needed.
- Safety in nursery-we aim to be fully aware of special arrangements that may be necessary to ensure that children with disabilities or learning difficulties are fully included in all activities planned for children.
- We obtain 'safety' words (e.g. 'stop', 'hot', 'fire') from parents/carers of children with EAL that can be used to safeguard children and prevent accidents. These words will also be written down for use on outings
- Outings- staff will make arrangements to include all children on outings, taking into account individual/ special needs e.g. one to one care for the duration of the outing.

Working with Parents and Carers

- We aim to include and value the contribution of all families to our understanding of equality and diversity.
- We ensure that our parents/ carers have access to our Equality and Diversity policy by making it available on our website and by making sure that the Parent Policies and Procedures folder is available at all times.
- We value the contribution that parents can make to the setting and aim to make all parents feel welcome to share in the daily life of the nursery.
- We provide 'Children's Interests' sheets to parents monthly to further encourage links between home and nursery.
- We encourage parents/carers to become actively involved in the life of the nursery, for

example assisting on outings, providing resources and leading/assisting activities for the children.

Discriminatory remarks or Behaviour

- We take all incidents of discrimination very seriously and aim to challenge overt prejudice and discrimination when it occurs in a way that is sensitive and constructive.
- As a staff team we aim to recognise and examine our own beliefs and prejudices in relation to our own practice.
- We would fully support any child, member of staff or parent who encountered discrimination or harassment in a sensitive and constructive manner.

Action to be taken in case of discrimination

- Any concerns of discrimination should be reported to the manager in the first instance. The concern may be raised to the proprietor if special conditions exist.
- The management team will consider whether discrimination has occurred and agree on appropriate actions and response. The response will be made in writing to the person raising the concern. Actions will be implemented and monitored as appropriate. A report will be produced detailing the incident and recording any actions or outcome, and where appropriate other agencies will be informed.

Relevant Legislation:

- Race Relations Act 1976 and Race Relations (Amendment) Act 2000
- The Children's Act 1989
- The Disability Discrimination Act 1995 (and Amendment Regulations 2003)
- The Sex Discrimination Act (SDA) 1975 (amended 1986)
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006

Monitoring and Reviewing the Policy:

- The effectiveness of this policy is monitored by the Equalities Representative and the management team of the setting.
- This policy will be reviewed every six months or as and when required.
- Views of the whole staff team and parents/ carers are taken into consideration when reviewing the policy.

Actions/Ways Forward:

- We conduct an Equalities Audit and Action Plan every six months. Please refer to Equalities folder situated in the nursery office for the current Equalities Action Plan
- This policy will be next reviewed in August 2010