

# Inclusion and Equality Policy



At Jo Jo's Day Care Nursery Limited we take great care to treat everyone as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

At Jo Jo's Day Care Nursery Ltd we work in accordance with all relevant legislation:-

- Special Education Needs and Disabilities Code of Practice 2015
- Children and Families Act 2014
- Equality Act 2010
- Childcare Act 2006
- Children Act 2004
- Care Standards Act 2002
- Special Educational Needs and Disability Act 2001.

At the time when a child registers at the nursery or when they are offered a place the manager will discuss any needs the child may have with the parent/carers, including dietary, cultural and medical needs. New parent/carers are encouraged to read all our policies and discuss them with the manager. Parents/carers comments are noted and appropriate suggestions may be added to the policy. If necessary, policies will be translated.

The nursery and staff are committed to:

- Recruiting, selecting, training and promoting individuals based on occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training.
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- Making reasonable adjustments for children with special educational needs and disabilities
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families
- Providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models using toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour



## Admissions

We actively encourage families, within the community, of all backgrounds to join us at nursery. Our waiting list is operated on a first come first served basis. We describe our nursery and its practices in terms which make it clear that it welcomes father/mothers, other relations and carers including childminders. We monitor the gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place. To help with initial administration costs a registration fee of £30.00 is payable on your child's start date.

Our setting is open to all members of the community.

- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We base our admissions policy on a fair system.
- We ensure that all parents are made aware of our equal opportunities policy.
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of colour, ethnicity, religion or social background, such as being a member of a travelling community or an asylum seeker.
- We do not discriminate against a child with a disability or refuse a child entry to our setting because of any disability.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly racist insignia, distribution of racist material, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

## Festivals

Our aim is to show respectful awareness of events in the lives of the children and families in the nursery and in our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this:

- We aim to acknowledge some of the festivals which are celebrated in our area and/or by the families involved in the nursery.
- Without indoctrination in any specific religion, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals. We aim to give the children opportunities to participate in fun and educational activities related to different cultures.
- Before introducing a festival with which the adults in the nursery are not familiar, appropriate advice will be sought from parents/carers and other people are familiar with that festival.
- Children and families who celebrate festivals at home, which the rest of the nursery are not familiar, will be invited to share that festival with the rest of the nursery.

## Our Curriculum & Resources

All children will be respected and their individuality and potential recognised, valued and nurtured.

Our activities and play equipment encourage equal opportunities. All children are equally encouraged and given support to take part in all of the various activities on offer. We take opportunities within activities and everyday routine to encourage children to explore, acknowledge and value the similarities and differences between themselves and others.

Resources are chosen to give children a balanced view of the world and an appreciation of our multicultural society. Materials are selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words, which reflect positively the contribution of all members of our society.

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.



We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made
- Ensuring the medical, cultural and dietary needs of children are met
- Helping children to learn about a range of food and cultural approaches to meal times and to respect the differences among them.

### **Employment**

The nursery is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the nursery is committed to identifying and eliminating unlawful discriminatory practises, procedures and attitudes throughout the nursery. The nursery expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the nursery aims to ensure that no employee or child is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part time status, age, religion or belief. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment related benefits and facilities
- Grievance handling and the application of disciplinary procedures; and
- Selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The nursery will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the nursery's employment policies and procedures, not just those specifically connected with equal opportunities.

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses of the Race Relations Act and the Sex Discrimination Act where this is necessary to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau. This ensures fairness in the selection process.
- All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

### **Recruitment of Ex-offenders**

- As an organisation using the Criminal Record Bureau (CRB) / Disclosure Scotland service to assess candidates' suitability for positions of trust, the nursery complies fully with the CRB / Disclosure Scotland Code of Practice and undertakes to treat all candidates fairly. The nursery



undertakes not to discriminate unlawfully against any candidate who is required to provide information through this process. The information provided is known as a Disclosure.

- The nursery policy on the recruitment of ex-offenders will be made available to all candidates at the outset of the recruitment process.
- The nursery actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applicants from a wide range of candidates, including those with criminal records. The nursery selects all candidates for interview on the basis of their skills, qualification and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where such a check is required, all application forms, job advertisement and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is part of the recruitment process, the company encourages all candidates called for interview to provide details of any criminal record at an early stage in the application process. The nursery request that this information is sent under separate, confidential cover to a designated person within the nursery. The nursery guarantees that only those who need to see it as part of the recruitment process will see this information.
- Unless the nature of the position is such that the nursery may ask questions about an individual's entire criminal record, the nursery will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- The nursery will ensure that all individuals involved in the recruitment process receive appropriate guidance and training in the legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.
- The nursery will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal information directly relevant to the job could result in withdrawal of an offer of employment.
- The nursery will ensure that it makes any candidate who is subject to Disclosure aware of the CRB / Disclosure Scotland Code of Practice and will provide a copy of the Code on request.
- The nursery undertakes to discuss any matter revealed in Disclosure with the candidate before withdrawing the offer of employment.
- Having a criminal record will not necessarily prevent the candidate from working with the nursery. Whether or not it does depend on the nature of the position and the circumstances and background of the offences.

### **Valuing diversity in families**

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to the nursery.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English, we will develop means to ensure their full inclusion.

### **Food**

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.

### **Harassment**

Harassment is physical, verbal or non verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.



**The way in which Complaints of Unlawful Discrimination and Harassment will be handled.**

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If an employee wishes to make a formal complaint he or she should use the grievance procedure which is set out in the Employee Handbook.

The nursery will treat seriously all allegations of unlawful discrimination or harassment.

**If an Employee is Accused of Unlawful Discrimination or Harassment**

If an employee is accused of unlawful discrimination or harassment, the nursery will investigate the matter fully.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If the nursery concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If the nursery concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand the nursery concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

**Monitoring**

The nursery will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection the nursery will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all the nursery's employment policies and procedures, not just those specifically concerned with equal opportunities.

**Language**

Basic information will be clearly communicated in as many languages as are necessary. Help will be sought from outside agencies if further assistance is needed to enable communication. Bilingual children are an asset to the nursery. Parents will be encouraged to speak to their children in their first language at home. We aim to show children and parents / carers who have English as a second language or additional language that their language is valued and respected at the nursery.

**Discriminatory Behaviour / Remarks**

Discriminatory behaviour is unacceptable in the nursery. Any such behaviour / remarks from children and adults will be dealt with promptly, whilst demonstrating support for the victim to help those responsible to overcome their prejudices and understand why such behaviour/remarks will not be tolerated.

It is the responsibility of all staff to challenge discriminatory behaviour / remarks.

**Date Monitored:** 03.10.22

**Name:** Jodine Grutzmacher

**Signature:**

**Review Date:** October 23

