

EQUAL OPPORTUNITIES POLICY

Equal opportunities procedure

Lily's Kids Klub is open and available to all parent/carers and children in the local community.

Issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability will not inhibit a child from accessing the services.

All children and their parent/carers will be treated with equal concern and value.

In planning and implementing the programme of activities, Lily's Kids Klub have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues.

Lily's Kids Klub helps all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.

Recruitment policies and procedures is open, fair, inclusive and non-discriminatory and It is important to endeavour to recruit a staff team that reflects the make-up of the setting's local community.

All members of staff is aware of, and understand, the Equal Opportunities policy as it relates to all aspects of their work.

Staffs are encouraged and supported to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident.

Any member of staff found to be acting, or to have been acting, in a discriminatory way, will be treated according to the provisions of the Staffing & Employment policy.

Lily's Kids Klub ensures that the legal requirements of the Sex Discrimination Act 1975, the Equalities Act 2010, the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000 are fulfilled.

The manager; Victoria Mansaray (Baby Unit) and Bridget Nicol (Pre-School) will be responsible for ensuring that the Equal Opportunities policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- Staff receive appropriate training
- The Equal Opportunities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent

Preventing discrimination

The setting will take proactive steps to prevent harassment and discrimination. In order to do this we will ensure that;

- All children are valued, irrespective of their race, colour, nationality or ethnicity

- Individuals are encouraged to treat each other with respect, regardless of their race, colour, nationality or ethnicity
- They acknowledge the existence of racism in society and take steps to promote harmonious race relations in the community
- Good relations are promoted between different ethnic groups and cultures within the setting and in the wider community
- Different cultural and religious needs are met, understood and communicated to all individuals involved in the setting

As an employer, the provider will ensure that the workforce reflects the multicultural community that it serves. To this end, the provider will

- Advertise job vacancies in a variety of media sources and outlets and in a variety of places
- Ensure that their human resource procedures prohibit discrimination and harassment, and promote inclusive practices
- Investigate any allegation of discrimination or harassment according to the provisions of the Staff Disciplinary Procedures and Behaviour Management policies
- Collect and monitor information about the ethnic background of the staff team and children

Addressing discrimination

If a member of staff or a child becomes aware of an incident of harassment or discrimination occurring at the setting, they will be encouraged to report the incident to the manager or other senior member of staff.

Any allegation made against a member of staff or a child will be investigated thoroughly. The individual concerned will be told that such behaviour will not be tolerated at the setting and that steps will have to be taken to ensure that it does not happen again.

Each incident will be fully investigated and details will be recorded in a separate section of the Incident Record Book.

In the case of children, incidents will be reported to their parent/carer and a course of action agreed upon to resolve the situation, in accordance with the provisions of the Behaviour Management policy. However, if a solution cannot be found, then the setting may have to inform the child – and their parent/carer – that they are no longer allowed to attend sessions at the setting, in accordance with the Suspensions and Exclusions policy.

In the case of staff, provisions within the Staffing & Employment policy must be activated and a record of the incident will be kept and made available to statutory authorities if appropriate.

The manager is responsible for ensuring that all incidents are handled both professionally and sensitively. All incidents will be kept confidential. In cases where the manager is involved, or the subject of an allegation, the Registered Person will handle the incident, or nominate a senior member of staff in their place.

In all cases, continued harassment or discrimination from any individual will result in exclusion from the setting, where all other efforts have failed to provide a satisfactory resolution.