

# CHIDDINGSTONE NURSERY SCHOOL

Chiddingstone Castle  
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## Diversity and Equal Opportunities Policy

<b>Written by</b>	Jill McCoy
<b>Ratified on behalf of Management Committee</b>	September 2019
<b>Date for Review</b>	September 2020
<b>Signed – Chair of Management Committee</b>	
<b>Signed – Nursery Leader</b>	

**This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.**

**This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.**

## Statement of Intent

We endeavour to ensure that Chiddingstone Nursery is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and their families.

Chiddingstone nursery endeavours to support, develop, and promote diversity and equality in all its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect.

## Aim

We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued;
- Include and value the contribution of all families to our understanding of equality and diversity;
- Provide positive non-stereotyping information about different ethnic groups and people with learning difficulties or disabilities.
- Employees are able to undertake their tasks in an environment which promotes dignity and respect for all.
- Improve our knowledge and understanding of issues of unlawful discriminatory practice.
- To deal with all forms of discrimination consistently, promptly and effectively
- No form of intimidation, bullying or harassment is tolerated and appropriate action is taken to ensure that any cases that come to light are dealt with appropriately.
- Promote equality and value diversity;
- Make inclusion a thread that runs through and is embedded in all activities at Chiddingstone Nursery.
- Making the best use of a range of talent and experience available within the workforce or potential workforce
- To support all staff, regardless of race, national or ethnic origin, age, disability, gender, sexual orientation, gender reassignment, religion or belief;
- Foster good relations between all communities.
- Build a culture that encourages dialogue.

Our Designated Person (a member of staff) who co-ordinates equality of opportunity is:

**Mrs Jill McCoy**

## **Equal Opportunity and Diversity**

Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by all people and by valuing learning and benefiting from the diverse cultures in families, our staff and society.

## **Procedures**

### ***Admissions***

Chiddingstone Nursery is open to and welcomes all members of the community. The nursery values diversity and recognises that the organisation is greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures.

- We advertise our service within the local community.
- We have a website which gives up to date information for current and prospective families.
- We provide information in clear, concise language, whether in spoken or written form.
- We would endeavour to provide information in any different languages if required and necessary.
- We base our admissions policy on a fair system giving priority to those residing within the civil and parish boundaries for those on our waiting list.
- We ensure that all parents are made aware of our Diversity and Equal opportunities policy.
- We put in place an action plan that enables people with disabilities to participate fully in the services offered by the nursery and in the nursery curriculum.
- We do not discriminate against either children or their family, or prevent entry to Chiddingstone Nursery, on the basis of colour, ethnicity, religion or social background.
- We do not discriminate against a child with learning difficulties or disabilities or refuse a child entry for any reasons relating to learning difficulties or disabilities.
- We take action against any discriminatory behaviour by staff or parents. Displaying of any openly discriminatory and possible offensive materials, name-calling or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner

### ***Employment***

Chiddingstone Nursery will support and develop staff through providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief.

- Posts are advertised and all applicants are judged against fair and equal criteria.
- No job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or any other factor irrelevant to the selection process.

- We may use the exemption clauses in relevant legislation 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 Disclosure and Barring Services. This ensures fairness in the selection process.
- All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

### **Training**

- All staff will have equal access to induction, personal and career development opportunities and facilities. Development is allocated in a transparent fair way.
- All employees are encouraged to take ownership of their own development.
- We seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.
- We ensure that staff members are confident in their duties. The nursery provides appropriate training to administer relevant medicines and care procedures as required.
- We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion.
- Probation and performance management procedures will be clear and transparent and will be applied fairly and based on competence across all staff.
- All grading and promotion criteria and procedures will be free from prejudice and must be applied equitably and consistently.
- Allocation of training and development activity is monitored to ensure equality of access across all employee groups.

### **Curriculum**

The curriculum offered in the nursery encourages children to develop positive attitudes about themselves as well as people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Chiddingstone Nursery is as accessible as possible for all visitors and services users. If access to the nursery is found to treat disabled children or adults less favourably then we will endeavour to make reasonable adjustments to accommodate their needs. We would do this by:

- Making children feel valued and good about themselves;
- Ensuring that children have equality of access to learning;
- Undertaking an access audit to establish if the nursery is accessible to all children.
- Making adjustments to the environment and resources to accommodate a wide range of learning physical and sensory impairments.

- Recognising the different learning styles of boys and girls, making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities;
- Encouraging and building a wide range of choice of resources reflecting different communities;
- Avoiding stereotypes or derogatory images in the selection of books or other materials;
- Celebrating a range of festivals;
- Creating an environment of mutual respect and tolerance;
- Helping children to understand that discriminatory behaviour and remarks are unacceptable;
- Ensuring that the curriculum offered is inclusive of children with special educational needs and children with learning difficulties and disabilities;
- Ensuring that children who attend the nursery whose first language is not English have access to the curriculum and are supported in their learning.
- Ensuring that children who attend the nursery speaking other languages are supported in the maintenance of their home language.
- Working with other agencies and advisors to promote each child's well being, working in partnership with parents and carers.
- Differentiate the curriculum to meet children's special education needs in our care.
- Ensure there are processes for monitoring reviewing all children's individual learning journeys throughout their time at Chiddingstone Nursery and evaluating the effectiveness of inclusive practices.

### ***Valuing Diversity in Families***

- We welcome the diversity of family life and work with all families.
- Children are provided with a routine booklet in their home language.
- We encourage children to contribute stories of their everyday life into the nursery.
- We encourage parents/carers to take part in the life of the nursery and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer and develop means to ensure their full inclusion.
- Families are encouraged to share with their key person some key words in their home language.
- A flexible payment could be made available for families of differing means if required.
- 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, cultural approaches to mealtimes and eating and to respect the differences among them.
- Information about meetings can be communicated in a variety of ways - written, verbal and investigate translation - to ensure that all parents have information about access to the meetings. Meetings can be arranged with families who wish to be involved in the running of the nursery.

### ***Monitoring and reviewing***

- To ensure our policies and procedures remain effective we will monitor and review them annually to ensure our strategies meets the overall aims to promote equality, inclusion and valuing diversity.
- Appropriate arrangements and policies are in place to support employees where domestic, dependent and family commitments and responsibilities may impact on their ability to fulfil work responsibilities
- To encourage children to value and respect one another.
- We provide a complaints procedure and a complaints summary record for parents to see.

### ***Discipline and Grievance***

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

The legal framework for this policy is:

- The Equality Act 2010
- Disability Discrimination Act (DDA) 1995, 2005
- Race Relations Act 1976;
- Race Relations Amendment Act 2000;
- Sex Discrimination Act 1976, 1986 2002
- Children Act 1989; and 2004
- Special Educational Needs and Disability Act 2014.
- Gender recognition Act 2004