



## **EQUAL OPPORTUNITIES POLICY**

Equal Opportunity means treating everyone with equal interest according to their individual needs.

At All Seasons we are committed to promoting equality of opportunity to all children, parents/carers, staff and visitors, regardless of gender, race, disability, colour, ethnic and national origin, nationality, sexual orientation, marital status, responsibility of dependants, religion, social background, political belief and age. We will ensure that all potential, existing and former employees and children receive consideration appropriate to their needs.

All Seasons will take active steps to promote equality in all aspects, including employment and child development, monitoring and analysis. The nursery will not tolerate unlawful or unfair discrimination.

It is the nursery's intention to provide a setting which includes an array of diversity and wealth in accordance with the Race Relations Act 1976, Sex Discrimination Act 1975, Special Educational Needs and Disability Act 2001 and all other associated legislation that remains effective and relevant.

Every member of staff is informed of the Equal Opportunities Policy, as it is an integral part of their job description. Should any member of staff find this policy not being utilised, then it is their duty to inform the Nursery Manager or Operational Director without delay.

At All Seasons, our staff accept their responsibilities and other procedures through training. In addition, they are informed regularly of any changes to such policies via staff meetings, discussion groups and immediate access to such policies. For this policy to be effective, it must be adopted at all levels of staff and supervision.

As an equal opportunity employer, it is the aim of the nursery to give all those in or seeking employment an opportunity to demonstrate their talents and abilities. External advertisements or internal circulars must not indicate or appear to indicate an intention to discriminate in selection for recruitment, promotion, training or transfer. Care must be taken to ensure nothing is said about All Seasons' policies or activities, which might be interpreted as reflecting any form of discrimination. Advertisements must not be confined unjustifiably to areas of publication which would exclude or disproportionately reduce the number of applicants of a particular group. Likewise, the presentation and style of advertisements and application forms will not appear to be discriminatory.

All Seasons encourage our children to develop positive outlooks on people and communities who are diverse. We support our children to feel consideration towards

others, regardless of their background. For example, at All Seasons we acknowledge different beliefs by recognising the major festivals of all religions. Encouraging our children to learn and ask about other valued diversities.

We offer all our children equal access to learning, regardless of their achievements and capabilities. Further details on admissions are found in our Inclusion Policy.

The provision of equality of opportunity will be monitored through the collection and analysis of information on the community background, ethnic background, sex, marital status, sexual orientation, family status and status as a disabled person of all full-time and part-time employees, job applicants, children and parents/carers.

Any employee, child or parent/carer who believes that they have suffered any form of discrimination, harassment or victimisation is entitled to raise the matter to the Manager of All Seasons or the Operational Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that all concerned, making complaints will not be victimised. Any complaint or victimisation will be dealt with seriously, promptly and confidentially.

## **Requirements**

All managerial staff must:

- ensure that this Policy is implemented at all levels and in all locations within the nursery and that all employees are aware of the requirements of this policy;
- ensure that the requirements of this Policy are incorporated into the following processes: recruitment selection, contracts of employment, appraisal and promotion training and development disciplinary and grievance redundancy staff and children's records
- ensure all existing and potential employees and parents are aware of their rights and responsibilities under the law; provide the necessary guidance and training to employees to implement this policy;
- ensure that mechanisms exist for the continuous monitoring of the effectiveness of this Policy.

## **Responsibility and Authority**

The responsibility for the implementation of this Policy is detailed below. Responsibility for the achievement of this Policy rests with the Board of Directors. The Nursery Manager has the authority and responsibility to implement this Policy and monitor its effectiveness in the everyday running of the business. The person in charge will report the results to the Board of Directors.



All staff are responsible for undertaking and owning their equal opportunities responsibilities in accordance with this Policy and for its implementation within the governance of existing procedures.

The Board of Directors is responsible for the development of guidance on the utilisation of this Policy.

Signed: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Date: \_\_\_\_\_