

## **EQUALITY AND INCLUSION POLICY**

York Childcare (YC) acknowledges that in society certain groups and individuals are denied equal opportunity and suffer discrimination. YC is therefore committed as an organisation and an employer to a policy of equal opportunities and inclusion in terms of recruitment, training and service delivery.

### **POLICY STATEMENT**

No-one seeking employment, work experience, or access to day care will be treated less favourably than anyone else on account of their race, culture, ethnic origin, nationality, gender, sexual orientation, marital status, age, religious beliefs, disability, parental status, socio-economic background, political beliefs or activities.

### **ORGANISATION**

The Management Board of YC has primary responsibility for the content of this policy.

Responsibility for its implementation rests with the Manager of each setting.

Parents, managers and all staff will be encouraged to contribute to discussions on equality and inclusion.

### **EMPLOYMENT PRACTICE**

YC will work to eliminate all employment and service practices which prevent equality of opportunity.

Employment procedure will be kept under review to ensure that individuals are appointed and promoted solely on the basis of skills, knowledge and abilities appropriate to the job.

Equality and Inclusion Policy and issues will be included in staff induction programmes.

Training, support and encouragement will be provided to promote equality of opportunity, to promote inclusive practice and to remove discrimination and prejudice.

YC will take all reasonable steps to ensure equal opportunities for disabled people by encouraging job applications and by providing appropriate facilities for staff wherever possible.

All reasonable steps will be taken by YC to allow any employee who becomes physically disabled to continue working in their existing role, or to find alternative employment within YC.

Discrimination or discriminatory practice by an employee on any criteria defined in this policy constitutes misconduct and will be dealt with under the disciplinary procedure.

### **BEST PRACTICE**

Children using YC nurseries will have equal opportunity to reach their full potential and to participate in all activities regardless of sex, gender, ability, nationality, race or ethnic origin. YC will respect different religions and cultural beliefs and will promote an understanding of different cultures.

All children will be given opportunity to be included in all activities and their differences acknowledged and valued.

Positive attitudes in each setting will be encouraged and developed, for example by promoting good behaviour.

Staff will encourage the self-esteem of the children, for example, through appropriate praise.

Staff will ensure that their attention is fairly divided between the children.  
Staff will avoid sexist and racist language and correct its use by children.  
Staff will organise resources to ensure equal availability, use and participation by girls and boys, taking into account the individual needs of each child.  
Staff will monitor books and resources to ensure they are non-sexist and non-racist.  
Staff will ensure that wall displays reflect a wide variety of positive images and objects to reflect non-stereotypical roles, racial, cultural and religious diversity and disability.  
Staff will provide activities to help children appreciate and value each other's similarities and differences.  
Staff will treat children with individual and equal concern, for example by finding out about family customs and beliefs, dietary requirements, dress code, hair and skin care, and help required with toileting and washing routines.  
Equality of opportunity and anti-discriminatory practice are relevant to ALL areas of the curriculum and through the Early Years Foundation Stage (EYFS).

#### PARTNERSHIP WITH PARENTS

As part of the settling in process, time must be set aside for discussion with parents about the needs of their children. Matters to be discussed include diet, special skin or hair care, special words or comforters, nappy changing procedures, sleep routines, family names, religion, language, health and medical conditions, favourite toys, likes and dislikes. Information will be recorded on the child's registration form. Notes will be made of any action needing to be taken if there is difficulty in meeting the needs of individual children.

Each child will be allocated a keyworker with whom parents can share information relating to their child.

Details of this policy (Equality and Inclusion Policy) must be shared with parents.

This policy must be reviewed regularly. Corrections and changes will be made as appropriate. This policy must be made available in Braille or large print and in any other language required to meet the need of a parent, child or member of staff.

The Equal Opportunities and Inclusion representatives at each nursery will meet regularly to monitor the implementation of the policy in order to achieve its aims and report to the Management Board where necessary.