

Equalities Policy

At Little Munchkins, our aim and objective is that ALL children are made to feel valued and good about themselves through sharing positive experiences with each other and with staff members. We strive in using resources which reflect diversity and activities to help them appreciate and value other's similarities and differences, recognising, celebrating and appreciating the differences in our society and the world about us. We recognise that children have the right to be respected as individuals to have opinions, to be listened to and to make choices; see our promoting British values policy. We will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, religion, culture, gender and disability.

This policy is appropriate to all members of staff paid/unpaid including cooks and cleaners, students, parents, children and managers.

We recognise that achieving the objectives of our policy relies on the active involvement of parents/carers. We will facilitate regular opportunities for consultation with parents/carers about the service we provide, as a means of monitoring the effectiveness of the policy. Should any person believe that this policy is not being totally complied with and/or is not offering the same or appropriate level of opportunities and support for all, it is their duty to bring the matter to the attention of the manager at the earliest opportunity who will then also raise the matter with the names Equalities Officer: Jodie Thrower. We have an appointed Equality Opportunities Officer whose duties would be to monitor opportunities for children to have equal access to all equipment, that their individual needs, culture, beliefs, disabilities and diversity are respected by staff who will encourage the children to respect each other and celebrate each other's similarities and differences.

We aim to ensure that:

- The range of equipment we have reflects our multicultural society, that it portrays positive images with non-stereotypical roles, a diversity of religious celebrations and disability. This would include books, dolls, role-play, construction and table top equipment. We also have a large variety of diversity and multicultural displays on wall include language of the majority of our children i.e. Polish, English, Russian, Swiss-German, Arabic etc. We ensure that our planning also reflects on this.
- All staff will receive training on equalities which reflects equal opportunity issues.
- New and existing parents can access policies and procedure folder at all times.
- On Admission to Little Munchkins time is spent with the family discussing family customs and beliefs, dietary requirements, language, health and medical conditions, dress codes, hair and skin care, personal routines and any special needs.
- We will include parents/carers to meet the cultural diversity of individual children.
- That children will have the opportunity to visit the wider community on organised visits to places such as residential homes for the elderly, shops, café's, church, etc.
- Records containing children's needs will be kept in their personal files unless its an allergy plan; this will be displayed in the room so all staff members are aware.
- Any incidents of racial or discriminative incidents will be filled in using the correct form (Find attached) and dealt with immediately and effectively, a copy of the form will be retained by the Manager and a copy will be sent to the Cambridgeshire Early years Equalities Officer: Jackie Pickman.

Equalities Policy – Adults

At Little Munchkins we take great care to treat each individual as a person in their own right with equal rights and responsibilities. Discrimination on the grounds of gender, sexual orientation, race, colour, religion, belief, age, pregnancy or maternity, marital or civil partnership status, disability or gender reassignment has no place within Little Munchkins Nursery and Preschool. This principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, children at nursery, parents, clients, customers, suppliers and anyone else who comes into contact with Little Munchkins Nursery.

All staff have a duty to act in accordance to this policy and therefore staff should treat their colleagues and third parties with dignity at all times and must not discriminate against or harass other members of staff, whether junior or senior to them. This policy also applies to the treatment of our staff by third parties.

Recruitment and Selection:

Little Munchkins aims to ensure that no job applicant receives less favourable treatment than another applicant. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant qualifications and abilities and we will always strive to ensure that the staffing levels reflects the community it serves. Job selection criteria are also regularly reviewed to ensure that they are essential for the effective performance of the job and therefore justified on non – discriminatory grounds. All vacancies will be advertised as widely as budgets allow.

At interview, no questions will be posed which are potentially discriminatory unless there is a justifiable reason. At interview, all candidates will be asked relevant questions to their previous experiences. Personal relationships with any candidate will be disclosed by the interviewee prior to any selection of interview process commencing. Candidates will be given the opportunity to discuss the reasons why they were not successful.

Staff training and Promotion :

Little Munchkins recognises training as a key factor in the implementation of an effective equal opportunities policy. The nursery will strive towards the provision of equal opportunity training for all staff, and training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of qualification and ability to fulfil the role which will be decided after a formal interview.

Forms of discrimination:

Direct Discrimination – Treating someone less favourably than one other because of a protected characteristic, e.g. refusing to employ someone because she is pregnant. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of protected characteristic where there is an occupational requirement to do so. This occupational requirement must be crucial to the post and a proportionate means of achieving a legal aim.

Discrimination by association- is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership and pregnancy or maternity).

Indirect Discrimination- is where a provision or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (Although it does not explicitly include pregnancy and maternity which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic, compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment – is defined as: ‘unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’

Employees can complain harassment even if this is not directed at them in person, and they do not need to have the protected characteristic themselves, e.g. If a colleague is being harassed because of their age, another colleague can complain about this behaviour provided they can demonstrate that such conduct does amount to harassment under the Equality Act 2010.

Third Party Harassment- This is harassment of one of your employees by a third party not employed by the nursery e.g. a parent. This covers age, sex, disability, gender, reassignment, race, religion or belief and sexual orientation. For an employer to be liable :

- The harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment);
- The Nursery must be aware that the previous harassment has taken place;
- The Nursery must have failed to take reasonable steps to prevent harassment from happening again.

Victimisation – This occurs when an employee is treated badly or put to a detriment because they have made or supported a complaint or raised a grievance under the equality act 2010 or have been suspected of doing so. A person is not protected under this heading if they have made a malicious complaint or supported an untrue complaint.

In effect as of 20 th November 2018
Signed by:
Reviewed on 04/12/2018
Signed by: S Wilkinson
Reviewed on.../.../.....
Signed by:

Little Munchkins – Reporting of Discriminative Incident

Details of person completing this form:

Name:	Date of Birth:	Setting name and address:	Date and time of the concern:
Role within the setting:			
Explanation of what happened:			
Was this incident discriminative directly to yourself: yes/no			
Was this incident discriminative to another individual: yes/no			
If you have circled yes then please fill out the box below this to help us with the investigation.			
Signature:			

Name of other persons involved	Dates of Birth:	Company Name and address:	Why are they involved? e.g. was the discriminative behaviour about them or did they display discriminative behaviour.

Record of meeting to discuss incident

TO BE COMPLETED BY DESIGNATED CHILD PROTECTION OFFICER.

Concern received from and role:

Date Time.....

Initial Action:
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Parents carers informed YES/NO

If no, reason why not:

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If yes, who informed parent and what was the outcome:

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Overall outcome and next steps taken:

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Other agencies involved:

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Designated Child Protection Officer Signature:

Date:

Time: