

## **Equal Opportunities Diversity and Inclusion Policy**

### **Pledge to the children/parent/carers:**

**The Base value our relationship with children parent/carers and respect their views and opinions. We are committed to working together to provide top quality play and care for all children.**

We welcome parent /carers into The Base at all times to talk about our club, their children or to take part in activities.

We will listen to all views and suggestions from children, parents/carers.

We will keep children, parent/carers fully informed with regular newsletters on fees, forthcoming theme weeks, new policies etc.

We aim to give parent/carers peace of mind by providing a reliable, caring, safe and stimulating environment for the children.

We will formally ask parent/carers for their views in a customer survey.

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We will invite and welcome parent/carers to our Annual General Meeting and encourage new Volunteer Committee members as and when vacancies arise.

### **As a management group we aim to:**

Ensure the members of the Voluntary Management Committee and employees at all levels reflect the make up of the local community. Staff attending The Base are subject to training in regard to Equal Opportunities, Customer Services, Special Educational Needs and any other relevant training required to enable The Base to run effectively and without prejudice. It is The

Base policy that all staff/volunteers read policies and procedures before commencement of employment or when policies have been reviewed. They are required to sign a document to say that they have done so and understood the document.

Establish good links with the organisations or groups of people who may face discrimination. We will work closely with parent/carers so that any special needs that an individual child may have we are aware and steps can be made to make sure of full inclusion for that child. This may include such things as language barriers including when English is not 1<sup>st</sup> language where by we display posters and general information about our service in different languages including registration forms and information forms for all visitors including parent/carers to observe. Such information is regularly updated on the 'parent/carer notice board'.

Ensure that the premises are accessible for all children and families of the community. This may necessitate adaptation or conversion work. Any additional needs will be met to ensure inclusion for all. The Base recognise that all children have individual needs and we take this into account at all times to promote good practice and welfare of the children. An example of this may be for instance, when a child is taking part in activity and needs extra help because the child has learning difficulties, The Base staff are always there to help the child and encourage them with the work they are doing at every stage taking into consideration on each individuals child stage of development, ability and personnel needs.

If any adjustments were required to be made within The Base then these would be made appropriately to ensure inclusion for all. We have wheelchair access, adapted resources as well as, multi-cultural toys, paints, dressing up clothes etc. We also work closely with disabled children services and social care services. These services allow us to seek advice and guidance to ensure equal opportunities and inclusion for all. We also work closely with the school

to ensure practice encourages and supports any child with disability, learning or bilingual to have full access and inclusion to play at “The Base”.

To promote our own and different cultural celebrations we often take part in club activities to promote the child's awareness of the wider world, their beliefs and language and equal opportunities.

All children and staff are encouraged to promote disabilities language difficulties and educational needs in a positive manner, as well as treat all children and staff equally within The Base with regards to age, gender, ethnicity, social, belief, bilingual, religion learning difficulty or any disabilities etc. by obtaining information required for these from parent/carers themselves or outside sources. Children and staff at The Base are encouraged to value and respect others. If intentional inappropriate attitudes arise at The Base appropriate action is taken to deal with this matter and it is resolved at once. *See disciplinary procedures.*

Named person for Special Educational Needs Co-ordinator:  
Christine Matthews

### **Voluntary Management Committee**

We aim to reflect the make up of the community in the decision making process of the club and will actively encourage members of groups suffering from discrimination to join our committee. The Voluntary Management Committee (and other sub-committees) will be regularly reviewed to ensure that they reflect the diversity of individuals within the community who suffer from discrimination. This should include a review of the process of decision-making and should include informal meetings. If the Voluntary Management Committee is found to be unrepresentative the club may consider co-options or reserved places for those who can make a special contribution. This will be fully discussed by all Voluntary Management Committee members. It is a condition of the

membership of the committee to follow the principles of the Equal Opportunities Policy. Equal opportunities training needs for management will be reviewed regularly and arranged as appropriate.

### **Recruitment**

Equal opportunities will be adhered to in all recruitment. It is essential that all posts are advertised openly and widely and that agreed selection procedures are followed at all times. Job applications are open to both male and female, we currently employ 4 female members of staff. All new employees/students will be given an induction programme where all policies, procedures and practices will be included.

### **Conditions of Service**

Premises, working conditions and terms and conditions should all strive to promote equality of opportunity and should ensure that certain groups are not discriminated against. Equal opportunities will be considered in all aspects of the employees' terms and conditions and will be reviewed regularly. This will look at leave, periods of maternity, paternity, sickness, dependants, adoption and fostering. Employees needs in issues of equal opportunities will be reviewed regularly and arranged as appropriate. All employees training needs are reviewed at their yearly appraisals.

### **Monitoring, Review and Responsibility.**

The Voluntary Management Committee will be responsible for implementing the Equal Opportunities Policy. The Senior Play worker will report regularly to the Voluntary Management Committee. Any complaint or grievance should be made in the first instance to the Senior Play Worker and thereafter to the Voluntary Management Committee and addressed through the Complaint or Grievance procedures in place. Equal opportunities strategies need to be regularly reviewed and monitored as an

ongoing practice – this should be built into all procedures, e.g. as part of the recruitment process, publication process, admissions policy, and activity programme. An annual major review will take place by the Voluntary Management Committee if necessary.

## **Legislation**

It is unlawful to discriminate against individuals either directly or indirectly in respect of their race, sex or disability. The Race Relations Act 1976 and the amendment act 2000, the Sex Discrimination Act 1975, the Employments Rights Act 1996, The Industrials Tribunal Act 1996, The Childrens Act 1989 The Human Rights Act 1998 and the Disability Discrimination Act 1995 are relevant acts.

Codes of practice relating to sex and race discrimination have been produced by the Equal Opportunities Commission and the Commission for Race Equality and these have been used as basis for this policy.

The following are the kind of discriminations, which are The Base policy.

**Direct discrimination**, where a person is less favourably treated because of sex, race or disability. An example is if someone was refused promotion on the grounds that he or she is black or disabled.

**Indirect discrimination**, where a requirement or condition cannot be justified is applied equally to all groups but has a disproportionate adverse affect on one particular group. An example is where an age limit for new recruits may exclude many women of that age group because they are unable to apply for the job as a result of family commitments, or the recruitment of recruitment to areas where there are few ethnic minorities, or a requirement which is non essential to the job description which may exclude a disabled person (such as the requirement for a driving licence for a job which is mainly office based).

**Victimisation**, where someone is treated less favourably than others because he or she has taken action against The Base under one of the relevant Acts.

**Children with Special Needs**

The Base welcome all children, whatever their individual need may be.

We will endeavour to offer interesting and varied activities suited to a particular individual's needs.

An activity programme, if necessary will be written and agreed in conjunction with the parents/carers.

If the situation arises where funding is not given by a particular organisation for a support worker, The Base will advise and assist parent/carers if there is alternative funding available, although we are under no obligation to do so.

The Base will monitor special needs equipment and if necessary purchase new equipment if funds are available.

The Base will complete an induction form with any new support workers, including taking them through play programmes and specific needs of particular individual children.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**

