

DELL COTTAGE

DAY NURSERY

A place to play, learn, discover & grow

Equal Opportunities Policy

Dell Cottage Day Nursery is committed to equality of opportunity and recognises that people are subject to discrimination on the grounds of gender, race, colour, ethnic or national origin, marital status, sexual orientation, disability, caring responsibilities, religious belief, age, social class, political beliefs, employment status, union membership, place of residence or whether they are HIV positive. We aim to eliminate discrimination and encourage diversity amongst our staff team. We will endeavour to ensure that our staff team is truly representative of all sections of society and that each employee feels respected and able to give their best.

It is the policy at Dell Cottage Day Nursery that no job applicant, employee, trainee, volunteer, member or service user receives less favourable treatment on any of these issues set out above.

The Childcare provision will comply with it's obligations under the Equal Pay Act 1970, the Race Relations Act 1976, the Race Relations Act 1976 (Amendment) regulations 2003, the Sex Discrimination Act 1986, the Rehabilitation of Offenders Act 1974, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs Act 2001), The Equal opportunities Act 2010, The Employment Act 2002 and the Children Act 1989 and the Employment Equality Regulations 2003.

It is Dell Cottage Day Nursery's intention to take positive action to ensure that its Equal Opportunities Policy is implemented. The management will monitor and review the effectiveness of the Equal Opportunities Policy.

Service Delivery

Services and activities will be advertised in a range of places to try and reach as many people as possible, particularly those subject to discrimination.

Information and publicity produced about the childcare provision will reflect the diversity of our society and be made accessible as possible to people who cannot read or for whom English is not their first language.

Employment and Training

Dell Cottage Day Nursery is committed to equality of opportunity in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit. No job applicant, trainee applicant, employee, or trainee will be treated less favourably than another. Recruitment, selection employment procedures and practice will be kept under review to ensure that individuals are recruited, selected, trained and promoted on the basis of their ability, merits and the requirements of the job.

We wish to create a workplace in which individual differences and contributions of all our staff are recognised and valued.

We aim to provide a working environment free from harassment and bullying

A copy of this policy will be given to all job applicants and employees. All employees will be given guidance on the policy during their induction, and any breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

We aim to:

- Acknowledge and value equally each child's individual stage, culture, religion, language, racial background, and family group.
- Actively seek to combat sexism and promote equal opportunities for girls and boys, men and women;
- Encourage equality of opportunity for children with special needs and their families.
- Achieve and maintain, within the framework of the law, a workforce which represents, as far as practical, the composition of the population and recruitment areas, including people with disabilities.

To achieve the above we will:

- Plan our programme to extend the children's experience and knowledge of other cultures, language, celebrations and festivals.
- Ensure that the activities reflect the diversity of our society, not just our group;
- Encourage children to explore in a positive way the differences and diversity of people ensuring that representatives of people are accurate and realistic;
- Positively challenge stereotypes and assumptions - racist, sexist or concerning disabilities;
- Enable adults with disabilities to take part in our group where it is safe and reasonable to so do.

Recruitment of ex-offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability of trust, Dell Cottage Day Nursery complies fully with the CRB code of practice and aims to treat all applicants for positions fairly. We aim not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough selection process has indicated that the applicant is both proportionate and relevant to the position concerned. All of our application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the manager of Dell Cottage Day Nursery and we guarantee that this information will only be seen by those who need to as part of the recruitment process. Unless the nature of the position allows us to ask questions about the applicants entire criminal record, we will only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who take place in the recruitment process at Dell Cottage Day Nursery have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. The Rehabilitation of Offenders Act

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every applicant of a CRB Disclosure aware of the existence of the CRB code of practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Applicants are also requested to undertake a local authority and health check before starting the post.

Having a criminal record will not stop Dell Cottage Day Nursery employing an applicant. This will depend on the nature of the position and the circumstances and background of your offences.