

SECTION 2 Equality of Opportunity - Valuing diversity and promoting inclusion.

Springwood is committed to ensuring that our service is fully inclusive in meeting the needs of all children and users. We recognise that children and their families come from a wide range of backgrounds with individual needs, beliefs, and values. They may grow up in family structures that include one or two parents of the same or different sex. Children may have close links or live with extended families of grandparents, aunts, uncles, and cousins; while other children may be more removed from close kin, or may live with other relatives or foster carers. Some children come from families who experience social exclusion, severe hardship; discrimination and prejudice because of their ethnicity, disability and/or ability, the languages they speak, their religious or personal beliefs, their sexual orientation and marital status. Some individuals face discrimination linked to their gender and some women are discriminated against, because of their pregnancy and maternity status. We understand that all these factors can affect the well-being of children within these families and may adversely influence children's learning, attainment and life outcomes.

Springwood is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all staff, children and families using our setting. We aim to:

- promote equality and value diversity within our service and foster good relations with the local community;
- actively include all families and value the positive contribution they make to our service;
- promote a positive non-stereotyping environment that promotes dignity, respect and understanding of difference in all forms;
- provide a secure and accessible environment in which every child feels safe and equally included;
- improve our knowledge and understanding of issues relating to anti-discriminatory practice,
- challenge and eliminate discriminatory actions on the basis of a protected characteristic as defined by the Equality Act (2010) namely:
 - age;
 - gender;
 - gender reassignment;
 - marital status;
 - pregnancy and maternity;
 - race;
 - disability;
 - sexual orientation; and
 - religion or belief.
- where possible, take positive action to benefit groups or individuals with protected characteristics who are disadvantaged, have a disproportional representation within the service or need different things from the service.

Procedures

Our setting is open and accessible to all members of the community.

- We base our Admissions Policy on a fair system.
- We do not discriminate against a child or their family in our service provision, including preventing their entry to the setting based on a protected characteristic as defined by the Equality Act (2010).
- We advertise our provision widely.
- We provide information in clear, concise language, whether in spoken or written form and provide information in other languages wherever possible.
- We reflect the diversity of our community and wider society in our publicity and promotional materials.
- We provide information on our offer of provision for children with special educational needs and disabilities.

- We make reasonable adjustments to ensure that SEN or disabled children can participate successfully in the services and in the curriculum offered by the setting.
- We ensure, wherever possible, that we have a balanced intake of boys and girls in the setting.
- We take action against any discriminatory, prejudice, harassing or victimising behaviour by our staff, volunteers or parents whether by:
 - direct discrimination – someone is treated less favourably because of a protected characteristic e.g. preventing families of a specific ethnic group from using the service;
 - indirect discrimination – someone is affected unfavourably by a general policy e.g. children must only speak English in the setting;
 - discrimination arising from a disability – someone is treated less favourably because of something connected with their disability e.g. a child with a visual impairment is excluded from an activity;
 - association – discriminating against someone who is associated with a person with a protected characteristic e.g. behaving unfavourably to someone who is married to a person from a different cultural background; or
 - perception – discrimination on the basis that it is thought someone has a protected characteristic e.g. making assumptions about someone's sexual orientation.
- We will not tolerate behaviour from an adult who demonstrates dislike or prejudice towards individuals who are perceived to be from another country (xenophobia).
- Displaying of openly discriminatory xenophobic and possibly offensive or threatening materials, name calling, or threatening behaviour are unacceptable on, or around, our premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behaviour and inviting them to read and to act in accordance with the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

Employment

- We advertise posts and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and suitability checks. This ensures fairness in the selection process.
- All job descriptions include a commitment to promoting equality, and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- We seek out training opportunities for our staff members, committee members, volunteers to enable them to develop anti-discriminatory and inclusive practices.
- We ensure that our staff are confident and fully trained in administering relevant medicines and performing invasive care procedures on children when these are required.
- We review our practices to ensure that we are fully implementing this policy.

Curriculum

The curriculum offered in the setting encourages children to develop positive attitudes about themselves as well as about people who are different from themselves. It encourages development of confidence and self-esteem, empathy, critical thinking and reflection.

Springwood ensures that our practice is fully inclusive by:

- creating an environment of mutual respect and tolerance;

- modelling desirable behaviour to children and helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable;
- positively reflecting the widest possible range of communities within resources;
- avoiding use of stereotypes or derogatory images within our books or any other visual materials;
- celebrating locally observed festivals and holy days;
- ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning;
- ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages;
- ensuring that disabled children with and without special educational needs are fully supported.

We will ensure that our environment is as accessible as possible for all visitors and service users. We do this by:

- Undertaking any necessary audits/collecting feedbacks to establish if the setting is accessible to all children and adults. If access to the setting is found to treat disabled children or adults less favourably, then we try to make reasonable adjustments to accommodate the needs of SEN, disabled children and adults.
- Fully differentiating the environment, resources and curriculum to accommodate a wide range of learning, physical and sensory needs.

Valuing diversity in families

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to the setting.
- We encourage mothers, fathers and other carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English, we will develop means to encourage their full inclusion.
- We will consider offer a flexible payment system for families experiencing financial difficulties.
- We take positive action to encourage disadvantaged and under-represented groups to use the setting.

Food

- We work in partnership with parents to ensure that dietary requirements of children that arise from their medical, religious or cultural needs are met wherever possible.
- We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.

Monitoring and reviewing

- So that our policies and procedures remain effective, Early Years Advisor, Owner and Managers monitor and review them annually to ensure our strategies meet requirements and overall aims to promote equality, inclusion and to value diversity. All staff is asked to contribute and feedback on all Springwood policies and procedures.
- Policies and procedures are available to parents and carers.
- We provide a complaints procedure and a complaints summary record for parents to see.

Public Sector Equality Duty

- Springwood have regard to the Duty to eliminate discrimination, promote equality of opportunity, foster good relations between people who share a protected characteristic and those who do not.

Code of conduct – Behaviour policy

Staffs are expected to keep to a code of conduct when working at Springwood. A code of conduct reflects an organization's values and sets standards for behaviour. A code is used to let everyone within a group and outside of it know exactly what the code's creators believe.

The policies that form part of our setting are in place to improve operational effectiveness. Staff has designated job descriptions that vary as to the role that they have been given.

Alongside policies and procedures that have been put in place, contracts form part of our expected code of conduct. Our code of conduct is to uphold the highest standards of conduct, integrity, and ethics from all members of the Springwood.

The code of conduct sets the standards of behaviour, which each individual is expected to demonstrate towards:

- Customers (children, parents and carers.)
- Fellow Carers (child-minders)
- Staff
- Management
- Associated Agencies and at all times while working for or on behalf of the preschool.
- Third Party Contractors

This code applies in any situation which could be identified with or reflect on the setting, including out-of-hours activities, anytime when wearing a Springwood uniform, attendance at conferences and any other situation in which nursery or preschool can be identified.

Principles

The code is based on the following principles:

- Fairness
- Every person associated with Springwood – customers (children, parents and guardians), staff, carers and management must be treated fairly, courteously, impartially and with respect at all times. There will be no discrimination against or vilification of any person or child.
- All members of Springwood are entitled to expect and receive the same treatment from customers and do not have to suffer harassment, victimisation, abuse, discrimination or vilification.

The Code of Conduct - employees (Staff Behaviour Policy)

We develop an action plan to ensure that all individuals can participate successfully in the services offered by the setting and in the curriculum offered.

We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name-calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

- Staff must adhere to all the setting's policies and procedures at all times.
- Staff must not wear watches with cameras and with internet connection, etc.
- Staff will wear the uniform provided
- Staff will wear sensible non-slip shoes whilst on duty.
- Staff are requested to wear long hair tied back when working with the children and will wear it tied back at all times when working in the kitchen.
- Staff will not discuss any finance or salary details with any other member of staff but senior management and setting management,
- Staff must inform the **Manager or Deputy** within the setting before **6:30am** if they are sick and unable to come to work on that day and by **4:00pm** the same day if unable to return to work the next day.
- Staff must make sure they are ready to start work at the beginning of their shift.
- Staff must not smoke on or around the premises, designated place only to be used.
- Staff must abide by the settings confidentiality at all times both inside and outside the setting, and information sharing policies and to only share information appropriately and when required.

- Staff are to keep the children's Learning Journeys and assessments up to date, complete the 2 year old check and any relevant e.g. IEP, in compliance with the EYFS.
- Staff will be required to complete a report/assessment to be given to the children's parents/carers every term.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
- Staff will abide request/direction given by those leading and will not lead 'by their own rules or likes'. The requests or direction are part of daily managing, and must never be based on personal likes or preference.
- Staff will not show favouritism to children, staff or families.
- Staff will not show/control bias and prejudice in all aspect of the job including children and adults relationship.
- Staff will respect Springwood as a multicultural environment and will not use unnecessary comments on, children's or staff's accent, stammering, etc.), or how they look (dental braces, cleft lip, etc.).
- Staff will cover tattoos that are offensive or have not right 'taste', that includes 'love bites'.
- Staff's piercing and jewellery must be appropriate for their role and safe for work around the children.
- Staff **always work** as a part of the team.
- Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
- Staff will provide personal care to all children.
- Staff must NEVER lock the inner door of any toilets while toilet care for the child.
- Staff are to wear protective gloves when dealing with bodily fluids.
- Staff will administer first aid to all who needs it while on premises or setting's outings.
- Dispose of nappies etc. in the appropriate manner (place in a bag and then take to the main refuse bin).
- Staff, including anyone working alongside staff and/or children are not permitted to return to work for a period of **48** hours after the last episode of diarrhoea or vomiting related to sickness bug.
- Children are not permitted to return to the setting for a period of **48** hours after the last episode of diarrhoea or vomiting related to sickness bug.
- If you are taking regular medication you must inform the settings **Owner, EYAdvisor, Manager or the Deputy Manager** of any possible side effects which may prevent you from carrying out your duties all medication must be kept in the office or labelled bag if in fridge
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Staff are permitted to check their mobile phone during their lunch break in the office or outside the premises providing management is aware of it. The settings mobile number is to be given out as an emergency contact number.
- Staff must prevent the peer on peer abuse in children or staff, and not to ignore any concerns – any form of bullying, cruel or humiliating behaviour, etc
- Staff will not be permitted into the nursery and preschool if there is any indication that they are under the influence of alcohol or substance misuse.
- Staff will be send home or requested to take unpaid time off if they seem not well, distress, or they seems 'not them-selves' and in the opinion of leader(s) are not fit for work,
- **All safeguarding concerns** must be passed onto Springwood Lead safeguarding,
- Never let strangers into the setting without first asking for Identification and conformation of booked appointment,
- Staff are not allowed to release children to a third party unless you have previously been informed a password system should be used if the third party is not known to you. You may only release the child to a third party if you have personally spoken to the child's Parent/care. We cannot except a third parties will call to the parent/carer even if that call is made on the premises, the parent carer must call us personally,
- Always inform a colleague when leaving to change a child's nappy or clothes because of a toileting accident.
- Always inform a colleague when you leaving the room with only One member of staff.
- Staff will not permit that any professional is left alone with the child including LA advisory teachers, SALTs or education psychologists, etc.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever about the setting, children and staff, both past and present, on any social networking sites, publication, or verbal communication.

- As a member of Springwood staff you may not befriend parents on social networking sites unless you were friends before the child attended the setting nor socialise or babysit for the parents/carers unless you are related and such information was passed onto your line managers.
- As a member of Springwood staff you will not under any circumstances discuss children, staff and business matters with parents/carers or third party and especially if you are related to parent/carer.
- Appropriate action will be taken if staff, including, parents helpers, students, volunteers, third party contractors will involve themselves in action(s) that has brought Springwood or its staff or users into disrepute.
- Inform the Lead safeguarding officers or LADO of any safeguarding issues regarding your colleagues, all details given will be treated confidentially,
- Staff must report any concerns about colleagues, including management on their work performance or capabilities - failure to report such matters will result in disciplinary actions,
- Staff must record in writing any concerns or reports,
- Staff will sign (with their name and signature) any forms that relate to Springwood matters. This include: concerns records, supervisions, risk assessments, welfare meetings, 1 to 1 conversations, capability or disciplinary notes and letters, etc.
- Children's Toilets are close for public.
- Staff must not allow visitors to assist child to the toilet or change nappy by themselves (they must be supervised at all times).
- There is a complaint and grievance policy in place. Therefore, staff, parents, carers and visitors must respect and adhere to Springwood's policies and procedures.

Code of Conduct - Parents/Carers

- Parents/ Carers will support and will contribute to their child learning and development. Parents will respect what, and how the child is learning in our care including school readiness, toilet training, and behaviour rules. Springwood believes Parent/carer partnership and support is important and will greatly benefit the child.
- Parents are encouraged to use Tapestry – comment and contribute by sharing child's experiences with us.
- Springwood staff and children will not tolerate any form of bullying, any verbal and physical abuse, shouting, or discrimination and will be escorted outside and incident will be reported to the police if needed.
- Parents will not swear nor use inappropriate language inside and around the setting, this include swearing at own children (this is a form of abuse and it will be reported to appropriate agencies immediately).
- Parents will respect and have regards to Springwood policies and procedures.
- Parents will not discriminate against age, gender, gender reassignment, marital status, pregnancy and maternity, race, disability, sexual orientation and/or religion or belief.
- Parents will respect Springwood as a multicultural environment and will not use unnecessary comments on, children's or staff's verbal communication (accent, stammering, etc.), written communication (parents are encourage to question in a polite way if there are publications, they are not sure about, e.g content or punctuations, etc), or how they look (dental braces, cleft lip, etc.).
- Appropriate action will be taken if parent(s) will involve themselves in action(s) that has brought Springwood or its staff or users into disrepute.
- Parents will be aware, when on premises, about their tattoos or other relevant body arts. Staff may ask you to cover it/them if we believe that are offensive or have not right 'taste' to it.
- Children's piercing must be appropriate for early years provision and its environment, and must be safe to wear around staff and other children. Staff reserves the right to remove them for the time they are in our care.
- Parents/carers, must not under any circumstances let them self out of the setting's premises –**opening the door or gates, unlocking the door or padlocks by parents/carers is forbidden**. If anyone is found to do so will be spoken to and the child's place will be reviewed."

- Parents/Carers are responsible for their child the moment they pick him/her up. All child's actions are supervised by that parent/carer.
- The door will only be open for your child at the time you are contracted for, unless otherwise agreed.
- Anyone who accompanies parent/carer on pick up and drop off time must wait outside. This does not include the closest family members like granddad or siblings.
- There is a complaint and grievance policy in place. Therefore, staff, parents, carers, and visitors must respect and adhere to Springwood Preschool and Nursery policies and procedures.
- Parents will not use their mobile phone or any other recording or camera devices while on premises. Discretion or direction from Management or staff must be followed at all times.
- **If your child will not be attending or you want to request change of hours, etc. - Parents must inform the setting via telephone or mobile phone and NOT via Facebook Page. Staff have not got access to social media during working hours and it is not expected of them to regularly check the Facebook page in their free time.**

Legal framework and Supporting Documents

The Equality Act (2010)

Children Act (1989) & (2004)

Children and Families Act (2014)

Special Educational Needs and Disabilities Code of Practice (2014)

Guide to the Equality Act and Good Practice (2015)

SEND Code of Practice 2014 for the Early Years (2014)

Disabled Persons Act 1958, 1986

Race Relations Act 1976

Sex Discrimination Act 1986