**Smart Hands Studio – Equal Opportunities Policy**

**1. Policy Statement**

At Smart Hands Studio, we are committed to providing an inclusive, welcoming, and respectful environment for every child, parent, visitor, and member of staff. We believe that everyone should have equal access to our activities, regardless of their background, identity, or personal circumstances.

We actively promote fairness, respect, and understanding, and we do not tolerate discrimination, harassment, or unfair treatment of any kind.

**2. Aims of the Policy**

This policy is intended to:

* Ensure that all children, families, staff, and visitors feel valued, respected, and included.
* Provide equal access to all of our activities, facilities, and opportunities.
* Eliminate discrimination based on any protected characteristic, including (but not limited to):
	+ age
	+ disability or additional needs
	+ gender or gender identity
	+ race, ethnicity, or nationality
	+ religion or belief
	+ sexual orientation
	+ family structure or economic background

**3. How We Put This into Practice**

**Children**

* We welcome children of all abilities and backgrounds, and we make reasonable adjustments to enable children with special educational needs or disabilities (SEND) to participate fully.
* We recognise and respect each child’s individuality and work to meet their specific needs wherever possible.
* We ensure that all children have the opportunity to contribute and feel proud of their achievements.

**Families**

* We treat all parents and carers equally, and we communicate with families in a respectful and inclusive way.
* We listen to feedback and concerns from families to improve our provision and remove barriers to participation.

**Staff and Volunteers**

* All staff and volunteers are expected to uphold the principles of this policy.
* We provide training and guidance where needed to ensure everyone understands and supports our commitment to equality and inclusion.

**4. Preventing Discrimination**

We take all reasonable steps to ensure that our policies, procedures, and practices do not discriminate unlawfully or unfairly. This includes:

* Monitoring access to sessions and facilities to identify and address barriers.
* Reviewing how we deliver activities to make sure they remain inclusive.
* Responding promptly to any complaints of discrimination or unfair treatment.

**5. Responsibilities**

* The owner/manager has overall responsibility for ensuring this policy is implemented and reviewed.
* All staff and volunteers have a duty to uphold this policy and report any concerns about inequality, discrimination, or exclusion.

**6. Review**

This policy is reviewed annually, or sooner if there are significant changes to legislation, practice, or circumstances.

**Signed:**
Charlotte Cala

Date: 16-07-25
Next review date: 16-07-25