



## Inclusion, Equality and Discrimination Policy

### Policy statement

We take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children, families and staff according to their individual needs.

Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nurseries and will be accepted, or tolerated.

A commitment to implementing our inclusion and equality policy forms part of every employees duty.

How do we practice inclusivity and equality?

Little Elms and all of our employees are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skill requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity
- Providing a childcare place, wherever possible and safe to do so, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- Making reasonable adjustments for children with special educational needs and disabilities in line with the company SEND policy
- Celebrating a wealth of cultural practices and beliefs by incorporating this into our curriculum
- Placing emphasis on British Values, which celebrates mutual respect and tolerance of others
- Providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Making inclusion a thread which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

### Admissions / Service provision

Our nurseries are accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions process.

We strive to ensure that all services are accessible and relevant to all groups and individuals in the community within targeted age groups.

### Recruitment

- Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Short listing is usually done by more than one person, if possible.

- Application forms are sent to applicants as part of our Safer Recruitment Policy and they do not include questions that potentially discriminate on the grounds specified in the statement of intent.
- Our job adverts do not stereotype or use wording that may discourage particular groups from applying, unless there is a specific requirement for a job to be successfully fulfilled.
- Our interview processes are pre prepared with standard questions for each role which do not include any questions which potentially discriminate on the grounds specified in the statement of intent.
- All candidates are asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

## Staff

It is the policy of Little Elms not to discriminate in the treatment of individuals.. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions.

## Training

Little Elms recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to this policy. We strive towards the provision of inclusion, equality and diversity training for all staff.

## Early Learning Framework

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

## We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds, where safe to do so.
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning – Please refer to the English as an Additional Language Policy
- Working in partnership with all families to ensure they understand this policy and challenge any discriminatory comments made
- Ensuring the medical, cultural and dietary needs of children are met through our Food, Mealtimes and Dietary Needs Policy

## Information

Information about our nurseries, their activities and children's development will be given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

## Dealing with Discriminatory Behaviour

At Little Elms we do not tolerate discriminatory behaviour and take action to tackle discrimination. We believe that parents have a right to know if discrimination occurs and what actions the nursery will take to tackle it. We follow our legal duties in relation to discrimination and record all incidents, any perceived or actual relating to discrimination on any grounds and report these where relevant to children's parents.

## Types of Discrimination

- Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic
- Discrimination by association occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic
- Discrimination by perception occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic
- Indirect discrimination can occur where a provision, criterion or practice is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic and that provision, criterion or practice cannot be justified as 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'
- Victimisation occurs when an employee is treated badly or put to detriment because they have made or supported a complaint or raised grievance under the Equality Act 2010 or have been suspected of doing so.

## Protected Characteristics

The nine protected characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity.

## Examples of Discriminatory Behaviour

- Physical assault against a person or group of people
- Derogatory name calling, insults and discriminatory jokes
- Graffiti and other written insults (depending on the nature of what is written)
- Provocative behaviour such as wearing badges and insignia and the distribution of discriminatory literature
- Threats against a person or group of people pertaining to the nine protected characteristics listed above

- Discriminatory comments including ridicule made in the course of discussions
- Patronising words or actions.

## Procedure for Dealing with Discriminatory Behaviour

We tackle discrimination by:

- Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members
- Expecting all staff to treat any allegation of discriminatory behaviour seriously.
- Ensuring any online bullying or discriminatory behaviour is tackled immediately
- Informing: the parents of the child(ren) who are perpetrators and/or victims should be informed of the incident and of the outcome, where an allegation is substantiated following an investigation
- Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying, but such steps will only be taken when other strategies have failed to modify behaviour. This includes any employees where any substantiated allegation after investigation will incur our disciplinary procedures.

What to do if you Witness / Observe Discriminatory Behaviour?

- Complete an Incident Form, including as much information as possible and pass this onto the Nursery Manager without delay.
- Where it is inappropriate for the information to be passed onto the Nursery Manager, for example if the allegation relates to your Nursery Manager, you should call the Company Confidential Whistleblowing line by calling 07561 691839 to report your concerns without delay.
- The Nursery Manager is responsible for ensuring that incidents are handled appropriately and sensitively. Any allegations of discriminatory behaviour received by the Nursery Manager should be reported to Kelly Gale, HR Manager who will support in advising a full and thorough investigation takes place.

## Nursery Staff

We expect all staff to be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in nursery.

We aim to create an atmosphere where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory; or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. We expect all staff to use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

### *Associated Documents:*

- *Disciplinary Procedure*
- *Safer Recruitment Policy*
- *Incident Policy*
- *Incident Form*