

POLICIES & PROCEDURES

EQUALITY

September 2014



**Lower Covey Montessori Nursery
Chapel Lane
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This policy reflects the Equality Act 2010 which harmonises and replaces previous legislation including the Race Relations Act 1976, Disability Discrimination Act 1995, Gender Recognition Act 2004 and Sex Discrimination Act 1975. This policy therefore supersedes all previous nursery policies on Disability, Ethnicity, Race and Gender. Through this policy Lower Covey Montessori Nursery will fulfil its duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations in connection with disability, ethnicity, gender, religion, sexual identity, and where appropriate, age.

1. Lower Covey Montessori Nursery's Equality Statement:

"Lower Covey Montessori Nursery will treat all people with equal respect and concern, and will respect, value and celebrate their individuality. Any incidents of discrimination will be recognised, recorded and challenged in such a way as to promote a positive outcome for all."

We aim to:

- Achieve the highest standards of care, learning and development for ALL children, irrespective of ethnicity, religious belief, age, gender, ability, disability or social background.
- Encourage respect for and understanding of the beliefs, doctrines and personal circumstances of individuals.
- Respect and value the contribution of ALL families and we have an understanding and commitment towards them through our equality and diversity policy and practices.
- Provide a secure and stimulating environment in which ALL children have equal access to be safe from harm and are able to achieve their full potential.
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- Provide opportunities for ALL children to be treated fairly and allow equal opportunities for children to participate in all areas of the curriculum.

We recognise:

- Each religion is unique and each individual/family are equally important.
- The ethnic origins of staff, children and their families will be respected and reflected.
- Every person's cultural and linguistic background should be recognised and celebrated.
- **Ability** – we acknowledge that children attending Lower Covey have individual strengths and weaknesses, which staff will identify and support.
- **Gender** – all individuals entering Lower Covey will be treated equally and fairly regardless of their gender.
- **Age** – we value staff, parents and carers of all ages and recognise their different contributions are equally valuable.

The Equality Named Co-Ordinator (ENCO) at Lower Covey Montessori Nursery is **Tom Guppy**.



2. Role of the ENCO

The role of the ENCO is to:

- To promote compliance with anti-discriminatory, equality, diversity, and social cohesion legislation and good practice guidance in all settings.
- To work with colleagues in assisting them to meet the individual cultural, ability, social needs of the children in the setting.
- To assist the setting's monitoring and evaluation of service users, staff and management.
- To monitor children's progress and to report this into individual and group planning.
- To advise other staff and the setting on anti-discriminatory, equal opportunities, respect for diversity and inclusion matters and practices.
- To act as a champion – a positive role model.
- Attend relevant training to keep up-to-date with equality specific issues.
- To ensure that the ENCO's name and role is visible to parents/carers, visitors on notice boards.
- Ensure all children and their families are treated with equal opportunities and respect.
- Eliminate any unlawful discrimination.
- Identify individual needs/gaps.
- Influence allocation of resources, funding etc.
- Ensure on-going process.
- Work in accordance with local and government requirements as every setting to have an 'ENCO'.

3. Legal Framework (Legislation)

Lower Covey Montessori Nursery works in accordance with all relevant legislation, including:

- Care Standards Act 2000
- UN Convention on the Rights of the Child 1999
- Human Rights Act 1986
- Every Child Matters Outcomes
- EYFS 2008
- Children Act 1989
- Children Act 2004
- Special Education Needs and Disability Act 2001
- Equality Act 2010

Under the Equality Act 2010, there are nine protected characteristics, these are:

- Age
- Disability
- Gender Reassignment



- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

4. Employment

We will ensure that all recruitment and selection procedures are carried out with full regard to equality.

- Job posts and job description are open to all and include a commitment to equality and diversity as part of their specifications. All applicants are judged against fair criteria.
- The nursery will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.
- We aim to ensure that all who wish to work in, or volunteer to help with, our nursery have an equal chance to do so.
- We monitor our application process to ensure that it is fair.

5. Admissions

Our setting is open to all members of the community, as stated in our Admissions Policy. To ensure everyone has equal opportunity of attending Lower Covey Montessori Nursery we always ensure the following:

- We advertise our service widely
- We reflect the diversity of members of our society in our publicity and promotional materials
- We provide information in a clear, concise language, whether in spoken or written form
- We base our admissions policy on a fair system
- We ensure all parents are aware of our equal opportunities policy
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of age, disability, gender, race, ethnicity, religion, belief or social background.
- We develop an action plan to ensure any person with a disability can participate successfully in the curriculum offered by the setting.
- We take action against any discriminatory behaviour by staff or parents.

6. Resources

We will provide a wide selection of anti-discriminatory materials and equipment that positively enhance play opportunities and activities in line with the curriculum.

Resources are prepared and selected to give children a balanced view of the world and appreciation of the rich diversity of our multi-racial society. Where possible, resources are prepared and selected free from gender or cultural bias. Materials will



be selected to help children to develop their self-respect and to respect other people avoiding stereotypes and derogatory pictures or messages about any group of people.

7. The Curriculum

We will ensure that the planning, implementation and evaluation of the Curriculum reciprocate the principles of the Equality Policy and Procedure.

All Children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

8. The Learning Environment

The learning environment will encourage children to develop individually and promote positive learning about different ethnic, race, religious, cultural groups and abilities.

Each area is made equally welcoming to boys and girls with a variety of materials made accessible to support children's learning and development. A positive environment ethos is developed with the use of rewards and boundaries and clear expectations of behaviour. A well-established Behaviour Management Policy supports Early Years Practitioners in the maintenance of an environment conducive of learning and developing as individuals.

9. Inclusion

We will ensure that inclusion underpins all aspects of provision so that each person feels a sense of belonging. This will be a normal part of practice and not something we do occasionally.

Inclusion and equality promotes the values of:

- Openness, honesty and integrity;
- Fairness, understanding and compassion;
- Mutual trust, tolerance and respect.

Everyone has a responsibility to promote equality and implement inclusive practices, and to ensure that all legislative duties are fully implemented. Being inclusive means thinking and planning to take account of the circumstances of individuals, groups and communities in relation to the opportunities in which they should expect to participate.



10. Behaviour Long Term

We will ensure that any undesirable behaviour that is considered indirectly or directly discriminatory will be actively challenged and removed.

11. Behaviour Short Term

We will ensure that any undesirable behaviour that is considered indirectly or directly discriminatory will be actively challenged, monitored and removed.

12. Assessment

To ensure no form of assessment discriminates unlawfully or on the grounds that are not covered by legislation.

13. Languages

We will celebrate positively and value every child and family's languages and dialect.

Information, written and spoken, will be clearly communicated in as many languages as necessary.

Bilingual/multilingual children and staff are an asset. They will be valued and their languages recognised and respected in the nursery.

14. Translation

To ensure that all provision accommodates the needs of individuals to be able to communicate effectively.

15. Positive Action

The ENCO will monitor the staff and children and identify positive action to be taken if necessary.

16. Faiths and Beliefs

To ensure that positive awareness of the different faiths, beliefs of non-belief is acknowledged and where appropriate celebrated as part of the curriculum.

17. Food



We will work in partnership with parents to ensure that medical, cultural and dietary needs will be met. This will occur during the settling in sessions where staff and parents will work in partnership to share information to build the relationship between home and nursery. See Food and Drink Policy.

18. Festivals

Lower Covey's aim is to show respectful awareness of all the major events in the lives of the children and families in the nursery and our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge all festivals, inclusive of the festivals celebrated in our area and/or by the families involved in the nursery.

Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind festivals.

Children and families who celebrate "at home" festivals with which the rest of the nursery is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so.

Before introducing a festival with which the staff in the nursery are not themselves familiar, appropriate advice will be sought from people to whom that festival is a familiar one.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations, food and clothing they involve as part of the diversity of life.

19. Discriminatory Behaviour/Remarks

These are unacceptable in the nursery.

The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

20. Ethos

To ensure that everyone has equality of access to all aspects of learning and is equally included, valued and respected to achieve a true sense of belonging for all.

21. Training

Equality training will be included in our 'Staff Induction' process at Lower Covey so that all new staff will be upto date with legislation on equality and diversity as well as our Equality Policy and Procedure.



Lower Covey Montessori Nursery

Policies & Procedures

We use external agencies to provide us with the opportunity to receive the most upto date information and training (DEED).

Staff receive regular upto date training and information on equality and diversity matters and legislation through staff meetings.