



EQUAL OPPORTUNITIES POLICY

Toptotz Day Nursery is fully committed to the active promotion of equality of opportunity for all staff, children and families in the Nursery.

Toptotz will ensure that all children and adults are respected and their individuality and potential is recognised, valued and nurtured. The needs of the children in the Nursery will be provided for. All children with special needs will have equal access to the Nursery wherever possible. The children at the Nursery will be given the opportunity to understand and thereby respect cultures, languages and religions other than their own. All children need the opportunity to see they are part of a multi-racial society.

Displays, books, posters and all other resources will be checked regularly to ensure they positively reflect a multi-racial society.

All children will have equal access to all activities and the staff will liaise with parents to ensure that all children's records contain information which enables appropriate care is given.

Equal Opportunities does not mean treating everyone the same. This policy is intended to provide and maintain equality of opportunity for all children and parents/carers within the Nursery and will reflect the needs of members and future members of the Nursery by:

- Advertising the group
- Admissions
- Employment
- Parents/guardians role in the Nursery
- Children in the Nursery
- Resources

Advertising the Nursery

The Nursery will ensure that everyone in the community has access to information about the Nursery. This will be done by Information posters that will be displayed in local doctor's surgeries, local hospital, Post Office, library, and shops etc. in languages appropriate to the community, when possible.

Admissions

The Nursery will be open to every family in the community. The individual needs of each child and family wishing to attend the Nursery will be considered; a first come first served basis will not be adhered to rigidly. The Nursery will be flexible in providing sessions to suit the majority of parents/carers and children. The child's first language should be used, and the use of other languages will be encouraged, as appropriate.

Employment

The nursery will appoint the best person for the job. Commitment to implementing the Nurseries Equal Opportunities Policy will form part of the job description of all workers.

Advertisements will be in the language/s appropriate to the community, when possible.

Advertisements will be placed externally in the local paper and Job Centre, and internally on the notice board.

The existence of an Equal Opportunity Policy will be highlighted. It will be ensured, at interview, that the candidate agrees with the policy and will do their best to uphold it, by treating every child and parent/guardian as individuals.

Only questions relevant to the job will be asked. Each candidate will be asked, broadly the same questions. A welcome and professional approach to interviews will be ensured.

All applicants will have copies of relevant information. Each candidate will be treated as an individual in compliance with current employment legislation.

Parents' role in the Nursery

The Nursery will encourage the involvement of parents/guardians by making them welcome and by respecting the differences in families, their language and culture and by encouraging them to contribute in whatever way they can.

The Nursery will ensure all families have an equal opportunity to be involved in the running of the Nursery. The time and place of meetings will be considered to suit everyone involved.

Any information written or spoken will be clearly communicated as appropriate. All Parents/guardians and staff will be encouraged to understand the effects of stereotyping and discrimination, and any discriminatory remarks will be challenged.

Children in the Nursery

The Nursery will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. The needs of children in the Nursery will be provided for.

The children will be given the opportunity to learn to respect cultures, languages and celebrations other than their own. Children growing up need the opportunity to see they are part of a multi-racial society.

The children will be offered activities to give them the opportunity to explore, acknowledge value similarities and differences between themselves and others. Children with special needs will be included in the group. Any discriminatory remarks or behaviour will be challenged and children will be encouraged to understand the effects of any such remarks or behaviour.

Resources

Displays, books, posters and all resources will be checked regularly to ensure they positively and accurately reflect a multi-racial society.

Children in the Nursery will have the opportunity, and be encouraged to use all activities.