EQUAL OPPORTUNITIES & INCLUSION POLICY

Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
February 2022	S. MADARI

Registered Charity 1146143, www.taqwanursery.co.uk
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EQUAL OPPORTUNITIES & INCLUSION POLICY

Purpose of Policy

The purpose of this policy is to ensure that Taqwa Nursery meets the needs of its employees, clients and potential clients by ensuring equal access to the setting regardless of individual circumstances. **Taqwa Nursery is committed to being a fully inclusive Nursery**. The Nursery is aware that social, cultural and economic circumstances can disadvantage certain groups in society. We also recognise that there is direct and indirect discrimination that can affect assessment for childcare places, recruitment, and promotion and training opportunities. Taqwa Nursery is committed to equal opportunities to meet the needs of the individuals and families that we serve, the workforce members and employees that render services to the Nursery and the community in which we are based through enhancing awareness, acceptance and understanding of differences between individuals.

Who is responsible?

All employees and workforce members have a responsibility to ensure that their own practice reflects the policies and procedures of Taqwa Nursery. In addition, all employees and workforce members have a responsibility to identify their own training needs that may occur when working with peers, children, young people and families. The Manager has a responsibility to ensure that all practices in the Nursery adhere to this policy. The Manager also has a responsibility to ensure that where training needs have been identified, directly or indirectly, all employees and workforce members have an opportunity to have these needs met.

How will the policy be implemented?

Recruitment of employees and workforce members will be carried out using job descriptions, person specifications and specific criteria based on professional, personal and experiential skills. Employees and workforce members will as far as is reasonably possible reflect the cultural diversity of the local community.

Taqwa Nursery aims to ensure that all employees and workforce members have the opportunity to attend training events to ensure that there is respect and understanding of each adult and child's customs and culture. Workforce member will use diplomacy and tact when implementing this policy.

Taqwa Nursery is committed to ensuring that candidates for employment and existing employees or members of the workforce are not discriminated against on any grounds, including:

- Gender
- Race
- Nationality
- Colour
- Ethnicity
- Disability/Additional Needs
- Marital status
- Sexuality
- Responsibility for dependants
- Age
- Religious belief
- Work pattern

This commitment applies to all aspects of employment including:

- Recruitment and selection, including advertisements, job descriptions, interview processes and selection procedures
- Training
- Promotion and development of career opportunities
- Terms and conditions of employment or rendered services and access to service-related facilities and benefits
- Grievance handling processes and the application of disciplinary procedures
- Selection for redundancy/termination of services required.

Taqwa Nursery is committed to anti-discriminatory practice, and it is the responsibility of the management to ensure this policy is maintained. Where problems or complaints arise, the Manager will ensure that a full investigation takes place and that any necessary follow up action is taken, this may include initiating disciplinary action where appropriate. Taqwa Nursery is committed to ensuring that all possible steps have been made to comply with the Disability Discrimination Act 1995, with particular attention paid to:

- Signage and decoration
- Access for children, parents/guardians, employees or workforce members and visitors with sensory or physical impairments
- Access for children, parents/guardians, employees or workforce members and visitors with vulnerability due to medical or health needs and other additional support needs

- Due care and attention are also paid to ensure that the operation of Taqwa Nursery does not incur problems for any other users of the premises

Racism and Sexism, homophobia, and discrimination against transgender and non-binary individuals

Taqwa Nursery is committed to developing awareness within the setting of the needs of those who face discrimination and the effects of discrimination on society. Thus, racist, sexist, homophobic and other discriminatory or offensive comments are dealt with in a sensitive and tactful manner in order that positive discussion promotes understanding. Taqwa Nursery understands that different people will have different attitudes regarding racism, sexism, homophobia and the trans/nonbinary community and different understandings of what constitutes a racist, sexist, homophobic, transphobic or other offensive action or comment. All employees and members of the workforce will use their own informed judgement in deciding the manner in which any situations are dealt with. If an employee or member of the workforce is unsure as to the manner in which they should deal with a situation, they should report the issue to the Manager who will advise them on the action that should be taken. Taqwa Nursery believes that employees and members of the workforce should act as positive role models for the children, therefore if an employee or member of the workforce is concerned that colleagues are behaving in an unacceptable manner regarding racism, sexism, homophobia, transphobia or other offensive manner, this should be reported to the Manager who will deal with the issue through the appropriate channels. Employees and workforce members should note that Taqwa Nursery operates a zero-tolerance policy on discriminatory behaviour, any workforce member who behaves in a discriminatory manner will be subject to disciplinary procedures.

Sexual Harassment

Taqwa Nursery believes that all employees and workforce members are entitled to be treated with dignity and respect whilst at work and when representing the setting in any capacity outside of the setting. As such Taqwa Nursery will not tolerate the sexual harassment of any employee or workforce member by another. For the purposes of this policy, sexual harassment is defined as "unwanted conduct directed towards an employee or workforce member by a fellow workforce member which is of a sexual nature, or which is based on the person's gender and which is regarded as unwelcome and offensive by the recipient." This may include but is not limited to:

- Unwanted Physical Contact
- Unwelcome sexual advances, propositions, suggestions, or pressure to participate in social activity outside work, where it has been made clear this is not welcome
- Conduct which is intimidating, physically or verbally abusive, including the display of explicit material, the use of sexually explicit humour and comments of a sexual nature whether directed specifically at any particular individual or not.

- Suggestions that sexual favours may further an employee or workforce member's career or that refusal may hinder it.

Taqwa Nursery regards sexual harassment as a form of intimidation, which has the effect of insulting and demeaning the workforce member against whom it is directed and is therefore unacceptable. All complaints will be dealt with by the Manager if appropriate who will assess the complaint and agree on the action to be taken. If the complaint relates to the Manager, the employee or workforce member should contact the Board of Trustees who will assist them.

Special Educational needs, Disabilities or Mental / Medical Health needs

Taqwa Nursery will not discriminate against any employee or workforce member who have special educational needs, disabilities or mental / health needs, nor against any children who have special educational needs, disabilities or mental / health needs (see Early Help offer for details regarding this in relation to children). Taqwa Nursery will ensure that equal opportunities are provided to all employees or workforce members, regardless of special educational needs, disabilities or mental / health needs from the application process onwards. Special educational needs, disabilities or mental / health needs will not be a deciding factor when shortlisting or interviewing employees or workforce members, nor at any point in the recruitment and selection process.

Taqwa Nursery endeavours to make reasonable adjustments enabling all employees and workforce members to carry out their duties without prejudice to special educational needs, disabilities or mental / health needs; these reasonable adjustments will be logged and monitored on any or all of following (dependant on requirements):

- Individual Health and Safety workforce risk assessment
- PEEP (Personal Emergency Evacuation Plan)
- Provision of workplace mapping

Reasonable adjustments will be discussed during termly supervision to check suitability and ensure that they are working in practice for the Nursery and for the employee or workforce member.

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