

## **EQUAL OPPORTUNITIES POLICY**

### **1.0 Purpose**

To promote the inclusion of all children and staff regardless of class, disability, colour, religion, gender, culture etc.

### **2.0 Aims**

- Olive Tree Nursery aims to ensure that all who wish to work or volunteer to help have an equal opportunity.
- Olive Tree Nursery is committed to providing equality of opportunity for all children and families
- Olive Tree Nursery believes that no child, individual or family shall be excluded from any activity on the ground of age, gender, class, family status, disability, colour, ethnic origin, culture, religion or belief.

### **3.0 Procedure**

#### **3.1 Equal Opportunities in Admissions/Fee Payment**

- Olive Tree Nursery is open to every family in the community. Every attempt is made to accommodate children in the catchment area of Burnley and surrounding areas.
- Olive Tree Nursery recognises the diverse nature of families in the community. Flexible and individual fee payment systems are agreed upon with families where required, taking into consideration their situations.

#### **3.2.1 Equal opportunities in employment**

- Olive Tree Nursery shall fill employment opportunities with the best person who fits the essential criteria as decided by the Manager and Registered Body.

#### **3.2.2 Recruiting of Ex-Offenders**

The Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Olive Tree Nursery complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Olive Tree Nursery undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Olive Tree Nursery can only ask an individual to provide details of convictions and cautions that Olive Tree Nursery are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Olive Tree Nursery can only ask an individual about convictions and cautions that are not protected.

- Olive Tree Nursery is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Olive Tree Nursery has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- Olive Tree Nursery actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Olive Tree Nursery will select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Olive Tree Nursery ensures that all those in Olive Tree Nursery who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Olive Tree Nursery also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Olive Tree Nursery ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Olive Tree Nursery makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- Olive Tree Nursery undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- In addition, Olive Tree Nursery will not take an individual's old and minor cautions and convictions into account when making decisions.
- All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding

children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

### **3.3 Equal opportunity in the curriculum**

- Olive Tree Nursery promotes excellent education and welfare through learning and teaching based on EYFS guidelines
- Olive Tree Nursery shall respect and recognise all children's individuality and shall develop their potential to the maximum.
- Olive Tree Nursery will have IEP's for children who need them and work in partnership with parents.
- Olive Tree Nursery shall plan activities and play that offer children opportunities to develop in a prejudice-free environment.
- Olive Tree Nursery shall give children opportunities to explore, acknowledge and value similarities and differences between themselves and other children.

### **3.4 Equal opportunities in resources**

- Olive Tree Nursery shall ensure that resources chosen reflect a balanced view of the world and the rich diversity of the society we live in.
- Olive Tree Nursery shall select material to ensure that all children develop self-respect for others by avoiding stereo typing and offensive pictures or messaging about any group or individuals.
- Olive Tree Nursery shall ensure there are no latent messages transmitted to children contradicting the above.

### **3.4 Equal opportunities in special needs**

- Olive Tree Nursery recognises the wide range of special needs of children and families in the community and will try to meet those needs.

### **3.5 Equal opportunities in behaviour expectations**

- Olive Tree Nursery will not accept any behaviour from a child and staff contrary to the policy under any circumstances.
- Olive Tree Nursery shall enact formal disciplinary procedures on staff using such behaviour.
- Olive Tree shall enact intensive one to one counselling with children and their parents displaying such behaviour. This will be aimed at helping them to understand and overcome their prejudices.

### **3.6 Equal opportunities in language**

- Olive Tree Nursery shall ensure that all written and verbal communication is fully understood by all parents and children
- Olive Tree Nursery shall ensure all staff can communicate in the community languages to give parents and children equal access.

### **3.7 Equal opportunities in food and other cultural requirements**

- Olive Tree Nursery shall ensure all staff understand and are able to meet the medical, cultural and dietary needs of all the children at the Nursery.

### **3.8 Equal opportunities in meetings**

- Olive Tree Nursery shall ensure that the timings, place, and manner of meetings are such that it does not prejudice any section of the community.