

Cairndow Community Childcare Limited Policy no.18
EQUAL OPPORTUNITIES POLICY



This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Introduction

Cairndow Community Childcare Ltd. considers it a fundamental responsibility to exercise equality of opportunity in all areas of its activities including:

- . employment practice
- . committee structure
- . marketing and publicity
- . training
- . childcare

The need for a policy

There is certain injustice and inequality in society, which prevents certain groups and individuals from exercising their full rights and entitlements. In order to redress this imbalance of opportunity, and to make a progress towards a more just society Cairndow Community Childcare Ltd. needs a statement of opportunity, and a policy for guidance.

As a childcare facility, Cairndow Community Childcare is well placed to promote good practice and has a responsibility to ensure that all its activities follow principles of equality of opportunity. A policy is need for the encouragement of staff and others involved in Cairndow Community Childcare.

As a registered charity in receipt of public funds Cairndow Community Childcare has a responsibility to operate in a principled way and in accordance with the requirements of funding bodies.

There is also a framework of legislation, which must be adhered to: Sex Discrimination Act 1975, Race Relations Act 1976, Disabled Persons (Employment) Acts 1944 and 1958, and the Disability Discrimination Act 1995. (In this respect Cairndow Community Childcare recognises that the relevant Acts provide only a minimal level of protection)

Equal Opportunities policy and practice are a means of making the most effective use of human resources.

What it means

Cairndow Community Childcare will provide the necessary encouragement and guidance to all the members of the organisation and everyone that it works with so that they are able to:

- take practical steps to translate the policy into practice
- monitor and review the policy and its implementation on an annual basis
- enforce the policy through disciplinary and grievance procedures where necessary.

The Policy

Cairndow Community Childcare Ltd is opposed to discrimination on any grounds and recognises the need to take positive action to eliminate discrimination and disadvantage.

1. Employment Practice

Cairndow Community Childcare is an Equal Opportunities Employer; no job applicant or employee shall receive less favourable treatment on the grounds of: gender, race, colour, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, care of dependants, political or religious belief, class or education.

Selection criteria and procedure will be kept under review to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

i) Process of employment

a) all permanent posts will be advertised as widely as possible.

b) job descriptions, person specifications and clear guidelines about the company's requirements and expectations of applicants will be drawn up and distributed.

c) all candidates will undergo the same appointments procedure

d) wherever possible, interview panels will be composed with a balance of representation.

e) interview panels will be made aware of Cairndow Community Childcare's Equal Opportunities Policy and briefing will include the inadmissibility of discriminatory questions.

ii) Monitoring

In order to evaluate the progress of the policy, Cairndow Community Childcare will monitor job applications with regard to the following areas of potential discrimination: ethnic origins, disability and gender.

iii) Terms and Conditions of Employment

Cairndow Community Childcare will attempt to meet the special needs of employees as far as possible within the terms and conditions of their employment.

2. Organisational Structure

Equality of opportunity relates to all aspects and areas of Cairndow Community Childcare activities and as such it has to be reflected in the structure of the organisation. Representation and participation by all sections of the community will be addressed wherever possible in the membership of the Board of Trustees, and any advisory groups, committees or steering groups.

These priorities will be addressed in the following ways:

i) by developing a dialogue with the childcare community and other social, business, cultural and educational organisations

ii) by consulting specialist organisations representing people currently disenfranchised from either participation in or access to the arts.

Monitoring this aspect of the Equal Opportunities policy will be the responsibility of each management group/committee.

3. Service delivery

In planning service delivery, criteria will be informed by equal opportunities considerations. This means that particular reference may be made to the form, content and location of particular initiatives or programmes of work, and to the make up of the participating groups, partners, professionals, volunteers, organisations or companies.

Cairndow Community Childcare recognises that positive action may be required to address social and cultural inclusion, and that there are implications for allocation of resources when planning programmes of work.

Monitoring this aspect of the policy will be carried out through an analysis of Cairndow Community Childcare activity and project evaluations.

4. Marketing and Publicity

Equal opportunities considerations inform Cairndow Community Childcare's marketing and publicity profile.

In practice this means:

- a) ensuring that text and images on all promotional material reflects the commitment to equal opportunities, promotes diversity, and does not contain negative or discriminatory images;
- b) encouraging client groups to address their own equal opportunities, access and outreach policies;
- c) allocating additional resources to ensure that translations, tapes, signing can be provided where a need is identified;
- d) conducting specific client surveys from time to time;
- e) working with other organisations concerned with the promotion of the arts to young people, groups and individuals for whom there may exist barriers to participation, or who may have specific access or participation needs.

5. Training and information

An equal opportunities policy will not operate itself; it requires commitment, understanding and training where necessary for all people responsible for its implementation. Cairndow Community Childcare recognises that putting an Equal Opportunities policy into practice has implications for the allocation of resources and training for members of staff, trustees, contracted freelance professionals, and members of any committees/project support groups. Monitoring this aspect of the policy will include reviewing staff and trustee training.

Equal opportunities.

In order to encourage self-confidence, respect and trust in every child, staff will be made aware of the need to avoid any signs of discrimination on grounds of religion, culture, colour, disability, gender, special needs, etc. and of the aim of **Cairndow Community Childcare** to ensure equal opportunities, equal attention and equal inclusion in all the activities in the nursery. Specific parental requests for a child's ethnic, religious or cultural heritage to be respected should be addressed with sympathy and sensitivity and allowances for such requests built into the learning and play environment. Each child's unique contribution, individuality and potential should be recognised and stereotypical classifications avoided. The use of displays, resources and equipment reflecting the local community and environment will be emphasised to encourage a feeling of belonging and participation and reflect the title of the organisation, **Cairndow Community Childcare**. Administrative practices and daily routines will be established and reviewed to ensure that the security, inclusion and self-esteem for each child are uppermost.