



Equal Opportunities Policy and Procedure

We actively promote equality of opportunity and anti-discriminatory practices for all children and their families or carers and all staff. We will make sure that we treat all individuals with equal concern and respect.

We recognise and welcome all legislation and existing codes of practice, produced by appropriate commissions, for example, the Equal Opportunities Commission.

Our policy is in line with the **Equality Act 2010**.

We do not discriminate against:

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation.

We value and respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child, family member or member of staff, is valued as an individual without racial or gender stereotyping. We will also not discriminate against anyone on the grounds of disability, sexual orientation, age, class, family status, or HIV/Aids status.

All children in our care have the right to access learning that provides the opportunity to fulfil their potential. Where necessary, we will provide resources for special and additional educational needs. This may mean adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more



attention. We may recruit a team member to provide one to one support if a specific need of a child requires it.

The company's Special Education Needs and Disability Coordinator (SENCo) is Lynsey Taylor and Kirsty Bailey. The SENCo will manage the provision for children with special educational needs or physical disabilities. The SENCo is trained and experienced in the care and assessment of such children. All members of staff will assist the SENCo in caring for children with additional needs or physical disabilities. In each setting there is a support SENCo. Please ask the Manager at your child's setting who the support SENCo is.

We provide equal chances for each child to learn and develop to their full potential, taking into account each child's age and stage of development, gender, ethnicity, home language, and ability.

We provide and make sure that all children have access to a range of books, puzzles and other toys and resources which provide positive images and examples of the diversity of life in our society.

We encourage parents and carers to share with us any festivals, special occasions or artefacts which may enhance the children's learning and understanding.

We will always help children to feel good about themselves and others, by celebrating the differences which make us all unique individuals.

All significant incidents are recorded on an incident form and will be shared and discussed with parents so that together we can work to resolve any issues.

Should we keep records relating to individual children on our computer system, we will ask for the parent's permission. The information will be securely stored to prevent viewing of the information by others with access to the computer, for example, in password-protected files. Backup files will be stored on a CD which will be locked away when not being used.



Reviewed annually