



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
07759 582307

## Equal Opportunities Policy.

We believe that the group's activities should be open to all children and families and to all adults committed to their welfare.

We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so *'particularly those that arise from children's ethnic heritage, social and economic background, gender and those who are disabled or have special educational needs'* (EYFS: 2008).

### Admissions

The pre-school is open to every family in the community. The waiting list is not always operated on a first come, first served basis but on a fairer system in line with the admissions policy of the setting.

We use the following system for accepting children from the waiting list: as places become available children are offered places in order of date of birth, taking into account children who are on the 'vulnerable' register.

### Employment

The pre-school will appoint the best person for each job and will treat fairly all applicants. The pre-school manager is responsible for implementing the group's equal opportunities policy that will form part of the job description for all workers, including monitoring the ethnicity of applicants, in line with the Equality Act 2010. All staff and volunteers are given regular opportunities to training especially in developing anti-discriminatory and inclusive practice.

The Secret Garden Pre-school Team liaises with EYCS Inclusion Team, attend EYFS Network meetings and disseminate and share information and advice to all staff. Audit tools are used to continue best practice and policies are reviewed at least annually with the opportunity for parents and staff to influence and shape the policies.

### Families

The pre-school recognises that many different types of families successfully love and care for children. The pre-school regularly seeks the views and feelings of families and children, through general feedback and through the parent questionnaire etc. The pre-school provide a complaints procedure where complaints are recorded and investigated (see complaints policy)

The pre-school has a Partnership with Parents policy and encourages parents to take part in and contribute to the life of the setting. Parent review meetings are arranged at a range of times to suit parent's needs. The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the



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running of the pre-school. The home /school communication book aids communication between the two parties.

### Festivals

Our aim is to show respectful awareness of all major events in the lives of children and families in the pre-school and in our society as a whole. We welcome the diversity of backgrounds from which families come.

In order to achieve this we aim to acknowledge all the festivals that are celebrated in our area / or by the families involved in the pre-school, children from a range of backgrounds and children who have English as a second language will be supported.

Without indoctrination in any specific faith children will be made aware of the festivals which are being celebrated by their own families / families of others and will be introduced where appropriate to the stories behind the festivals.

Before introducing a festival, with which adults in the pre-school are not themselves familiar, appropriate advice will be sought from people to whom the festival is a familiar one, for example resources at the METAS centre.

Children and families who celebrate festivals at home, with which the rest of the pre-school is not familiar, will be invited to share the festival with the rest of the group, if they wish to do so.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

### The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. The curriculum is differentiated for all children through the key carer system and the butterfly groups.

Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

### Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi- racial society.



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Materials will be selected to help children to develop their self- respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people. A range of accessible resources will be available, to meet the needs of individual children. Audit tools will be used to actively seek ways to reduce barriers to inclusion.

### Special Needs

The pre-school recognises the wide range of special needs of children and families in the community and will consider what part it can play in meeting these needs, in line with the pre-school's SEN policy. In line with the Disability Discrimination Act 2005 and the Equality Act 2010, the pre-school will make reasonable adjustments to the environment and resources throughout the pre-school.

Planning for pre-school meetings and events will take into account the needs of people with disabilities.

The pre-school has 2 designated SENCO officers Karen Ryan / Fran McMullan and a Special Educational Needs Policy.

### Discriminatory behaviour / remarks

These are unacceptable in the pre-school. The response will aim to be sensitive to the feelings of the victim/s and to help those responsible to understand and overcome their prejudices.

Threatening or abusive behaviour or any expression of prejudice or discriminating behaviour towards or between staff or families will not be tolerated and all such incidents will be challenged and recorded. Incidents will be recorded on an incident form and investigated and dealt with as appropriate to the situation.

The Secret Garden Pre-school recognises that incidents of racial discrimination are a serious offence and will be responded to accordingly, in line with staffing contracts. All staff are responsible for reporting all incidents of discrimination to the manager/ person in charge during that session.

Children's behaviour is managed effectively (refer to the behaviour management policy) and In the setting physical punishment, or the threat of physical punishment, is not acceptable and will always be challenged.

Injuries or accidents, e.g. bites, will always be recorded and reported to parents.

### Language

Information, written and spoken will be clearly communicated in as many languages as necessary. Bilingual / Multilingual children and adults are an asset. They will be valued and their language recognised and respected in the pre-school.



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Food

Medical, dietary and cultural needs will be met.

We help children to learn about a range of food, cultural approaches to mealtimes and eating to respect the differences amongst them.

The pre-school adopted this policy on ...10<sup>th</sup> June 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....