

# WALTHAMSTOW MONTESSORI SCHOOL

## Equal Opportunities Policy

### **Aims**

WMS welcomes and values everyone in our community who access our school facilities. We understand that every child is unique with individual needs and it is our intention to ensure that every child at our nursery benefits from quality care which offers equal opportunity. We will treat all our service users fairly regardless of race, religion, gender, Creed, marital status, disability, physical appearance, national origin or political beliefs.

### **Who is responsible for monitoring the policy?**

The named person responsible for implementing and monitoring the Equal Opportunities policy and procedure is Lorna Mahoney.

### **Their Roles and Responsibilities:**

- To ensure the policy is implemented, monitored and reviewed annually
- To ensure the procedures in place do not discriminate against anyone using the school's facilities
- To ensure all staff, students, visitors, parents and all others using the school's facilities are made aware of the policy by including it in the staff student induction handbook and parent welcome packs
- To make arrangements for employees to attend relevant training
- To ensure employees are made aware of the disciplinary procedure if our policies are not followed
- To record any complaints and respond to them within three days
- To review the policies annually and sign and date by manager

The new legislation is the Equality Act 2010 and all previous legislations is made obsolete.

**At WMS we are committed to provide an inclusive environment that celebrates diversity and work with parents/carers to ensure that every**

child is able to access nursery care and education that stretches their learning.

### Who is the policy available to?

All staff, parents, students and visitors can read this policy which is available in our school policy pack, periodically rotated on our notice board and on our website. It is also permanently displayed on our internal notice board.

### Admissions

- **Enrolment and admissions** will be developed across everyone in the local community by ensuring advertising by leaflet distribution, online and the Local Children's information service.
- Admissions will be made on a first come first served basis, one place is available for emergency care and to meet parental requirements. We provide inclusion for all using our nursery.
- Information is available to parents/carers on the notice board and welcome packs. When requested we will translate or use sign language (makaton) or interpret information to parents/carers.
- Please refer to the Admissions Policy

### Behaviour Management

- The named Person responsible for the policy is Lorna Mahoney.
- We aim to create a positive school atmosphere by verbally praising the children at all times and giving children support to sort out their own conflicts.
- We will monitor challenging behaviour and seek strategies to encourage positive behaviour.
- Staff are positive, confident and motivated to inspire children.
- We do not believe in physical punishment or use of the 'naughty chair'.
- We will support all children with Special Educational needs and seek advice from outside agencies on effective strategies.
- We will always support a child to build their self respect and self-esteem whilst in our care.

- We will provide an environment that values effective communication and shared information with parents/carers and other relevant professionals.
- Please refer to our Behaviour Management policy.

### Parental Partnership

- We believe in treating all our parents/carers with equal value
- We will support parents/carers when English is their second language and where necessary provide information in a different format or use sign language if they have Special Educational needs or a disability.
- We will support parents/carers with guidance and advice from outside agencies for example, speech and language therapist or paediatricians.
- We will meet with parents/carers to discuss any behavioural problems.
- We provide a flexible payment system for parents.
- We ask parents/carers to support the nursery to extend the understanding of Equal opportunities by celebrating festivals from around the world, by asking them to provide items like food, drink, traditional dress-wear, which is related to their cultural or religious, beliefs.
- Please refer to our Parent partnership policy

### Early Year Foundation Stage

- The food and snacks that we provide offer a menu which reflects the backgrounds of the children and the local and wider community.
- We celebrate festivals from around the world and ask parents/carers to contribute to the food and drink they would prepare for their children.
- We encourage children to wear the traditional dress from their country of origin and respect their values by not asking them to remove any of their clothes or head dress for any curriculum activity.

- We offer learning experiences which contribute to a positive identity for every child. We do this by celebrating festivals, traditions, food and clothing.
- We encourage children to celebrate a wide range of cultures by providing dressing-up clothes, hats, crockery, utensils, dolls, books and music in other languages, visiting various cultural or religious places and looking at pictures of families.
- We must ensure that our community is represented in a positive way in a wide range of roles and with a broad variety of lifestyles and responsibilities.
- We will adapt and make relevant adjustments to all activities to enable all children including those with special educational needs and disabilities to follow our Early Years Foundation Stage.
- For further reference see Curriculum Policy and EYFS Policy.

#### Special Educational Needs

- We will make relevant adjustments to meet the needs of all individual children in our care.
- We will ensure all children will be involved in all activities whilst using our facilities.
- We will work closely with parents/carers, valuing their views and contributions and keeping them fully involved in their child's education.
- Please refer to our Special Educational Needs Policy.

#### Early years Educators' Role and Responsibilities

- All staff working with children in our school will ensure that all children have the opportunity to reach their full potential and ensure all children and families are treated fairly when accessing our facilities.
- All staff must be aware of their roles and responsibilities towards equal opportunities policy and anti-discrimatory practise.
- Staff must not use stereo-typical behaviour or label any children.
- Children must be free to work from sexual, racial or any other damaging stereotype. Staff must challenge any prejudices that emerge and guide children and adults carefully in dealing with procedures.

- Teaching staff must ensure that when planning the curriculum activities that they consider all aspects of this policy.
- Staff must be aware of and respect and value all users when visiting the school.
- Staff must be aware of and respect varying cultural norms and expectations in their interactions with children, the same must be applied to dietary requirements when eating with our children and discussing such things as food and meals.

### Members of staff

- We advertise posts widely in the community by placing vacancies in The Job Centre, local newspaper, online websites.
- All applicants are judged fairly and those who apply are given an Application form, Job Description and work trials.
- Appointments will be made on the basis of qualifications, skill, experience and abilities suitable for the post.
- Principles apply in respect of all work conditions including hours of work, shift work, training and recruitment. For further reference please see the Recruitment Policy and Procedure.
- Disciplinary policy and procedure will refer to for example: unacceptable behaviour, not maintaining safe working to relevant policies.
- Grievance procedure - all staff are made aware at induction or when they start at the nursery.
- Allegation for staff Policy - We will investigate all complaints including malicious ones, fairly and consider the views of everyone involved.
- Supervision and Appraisal will be sought by all staff and will be monitored.
- All eligible employees on the basis of their qualifications, skills, experiences and abilities are given the opportunity to apply for training. This is made available by Local and national providers for example Waltham forest partnership programme (Babcock), in-house training and training agencies like smart-training providing childcare Level 2/3 training.

## Resources and Equipment

- **Resources, equipment and toys** must be acquired with particular regard to meeting the criteria of our Equal Opportunities Policy, the Toy, Resources and Equipment Policy and the Health and Safety Policy. For example, dressing-up clothes from various communities, books in different languages, dolls from various cultures, figures representing people with disabilities, home corner with cultural cooking utensils, pictures of communities.
- **Resources, equipment and toys** must be continually reviewed with particular regard to our Equal Opportunities Policy, our Toy, Resources and Equipment policy.

### **Who is responsible for review of this policy?**

The named person reviews this policy regularly. Reviews may be required at any time in the light of new legislation.

### **What happens if we are concerned about a breach of the policy?**

Our equal opportunities policy is designed to ensure that it complies with good practice, current law and registration requirements. A breach of this policy by staff is a very serious matter and may be dealt with through the disciplinary procedures. In all matters where there is a concern relating to this policy the nursery provider and nursery manager named person responsible for equal opportunities policy must be informed.

(A signed policy is available upon request)

This policy was adopted on dated: 1<sup>st</sup> March 2016

Date Reviewed: 01-09-2024

To be reviewed: 01-09-2025

