



## EQUAL OPPORTUNITIES & DIVERSITY POLICY

Amended February 2011

*The concept of Equal Opportunities is addressed from the standpoint of our employees and the children within the Nursery setting:*

### 1. *Employees (Staff):*

1.1 Happy Tree (West Drayton) is an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. As such, Management of the Nursery is committed to adopting, implementing and monitoring a Policy of Equal Opportunities for all employees to ensure a total absence of discrimination in the work-place and that equal opportunities do genuinely exist.

1.2 Implementation and management of this Policy is the overall responsibility of the Nursery Manager. It is the objective of this Policy that there shall be no discrimination towards employees for any reason of race or ethnic origin, creed, colour, religion, political affiliation, disability or impairments, marital status, parenthood, sexual gender or sexual orientation. In this respect, employees with physical disabilities will only be prohibited from positions where the job duties involve activities which would make it impossible or inherently hazardous to perform.

1.3 For employee recruitment and selection, to eliminate possibilities of discrimination or prejudice prior to interview, employment application forms do not include questions concerning race or ethnic origin, creed, colour, religion, political affiliation, parenthood or sexual orientation. Thereafter, employee selection criteria will proceed purely according to the merits and abilities of the candidate to perform the tasks and duties listed in the relevant Job Description. Employee recruitment and selection procedures are regularly reviewed to ensure that the elements of this Policy are maintained.

1.4 Management policies provide facilities for any employee who believes that he or she has been treated unfairly within the scope of this Policy to address the matter through a documented and established Grievance Procedure.

### 2. *The Children:*

2.1 Happy Tree (West Drayton) welcomes any child and does not discriminate in any way towards gender, race or ethnic origin, creed, colour, religion and disabilities or impairments. Nursery staff treat each and every child as an individual who has individual needs; this will include special educational needs where appropriate, ref Policy No 302 & 303

2.2 The Nursery's activities and daily routines are designed to discourage the stereotyped image. Nursery practices are constantly reviewed in order to challenge and eliminate discriminatory practices relating to issues listed in 2.1 above.

2.3 The Nursery's activities and daily routines are planned to ensure equal opportunities for all the children. Toys, equipment and other resources such as books and posters address equal opportunities and the Nursery recognises and accommodates customs, festivals and practices from different religions and ethnic backgrounds. Staff promote an ethos of equality and encourages each child to develop a non-judgmental approach to life.

2.4 The Nursery recognises and respects special catering requirements with respect to planning menus, and staff training includes an awareness of those foodstuffs that may be prohibited by religion, faith or culture, ref Policy No 302