



Holbourn House Day Nursery & Pre-School  
The Old School  
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## Diversity and Equal opportunities policy

### *Our Aim:*

*Is to regard all children equally and with respect regardless of the range of ability, ethnic heritage, social and economic background, gender and age. Holbourn House Day Nursery promises equal opportunities and fully inclusive learning for every child. We are committed to providing an environment that values diversity, promotes equality and is anti – discriminatory for all children and their families, staff and visitors.*

### *EYFS links:*

*“The EYFS seeks to provide equal of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.”*

Bernadette Martin is our named inclusion co-ordinator (Inco).

Our practice:

- We provide a safe, secure and accessible environment where all children feel valued and good about themselves.
- Our setting is open to all members of the wider community and our services are advertised within this.
- We encourage all children and families to share their experiences with those in the setting.
- We take pleasure in celebrating a wide range of festivals and traditions.
- Through a wide range of activities including food tasting and gardening we help the children to learn about a variety of food, cultural mealtimes and to respect these cultural differences.
- We actively encourage children to talk about special events and their every day life.
- We make adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory needs.
- We use non stereotypical resources that reflect the diversity of the community, such as books, dolls, role play, dressing up clothes and equipment which assists in helping children appreciate and value each others similarities and differences.
- From observations we put planning into place to provide our children with the widest possible opportunities for them to develop their skills and abilities, ensuring we differ the planning to meet children’s special educational needs. (See EYFS and SEND policy)
- Helping children to understand how hurtful and upsetting discriminatory remarks and behaviour is.
- Supporting the children to have mutual respect for each other and to have a well-balanced and tolerant environment.

- We ensure that children who have English as an additional language are fully supported in the setting.
- We ensure that children speaking languages other than English are supported in the maintenance and development of their own language and we will develop means to ensure their full inclusion.
- We provide information in clear and concise language that can be translated in to any other language.
- We operate a special educational needs and disabilities policy; with an appointed SEND Co-ordinator (Bernadette Martin). See SEND policy.
- Our registration forms have a section for parents to notify us of any special needs or requirements.
- We operate a family worker system to support every child and their family.
- Roles of the family worker.
  1. To work closely with parents to create a secondary attachment with the child. This is helped by sharing information about the child's learning, development and interests.
  2. Encourage parents and families to be involved in all aspects of the setting creating a strong partnership, therefore ensuring the individual needs of the child are met.
  3. To record children's progress and development through interaction and observations. (See EYFS policy)
  4. If the child's needs can't be met then it would be the family worker's role to bring this to the settings SENDco's attention. An action plan can then be developed with the parents and put into place to ensure successful participation in nursery life.
- With regard to employment;
  1. Staff vacancies are advertised in the local area, newspaper and job centre.
  2. We welcome all applicants who reflect the diversity of the local and wider community.
  3. We may use exemption clauses in relevant legislation.
  4. Two references will be required before an interview.
  5. Interviews are conducted referring to our safer recruitment procedure, which will

include a job description, personal specifications and induction procedure. This is to ensure all applicants receive a fair selection process.

6. The applicant who best meets the needs of the criteria is offered the post subject to satisfactory DBS checks.
- Staff would be required to update their personal development and training plan and it's their responsibility to ensure their qualifications are current.
  - Staff must take part in any necessary training to enhance their knowledge of anti-discriminatory and inclusive practice, safeguarding children, administering relevant medication, performing invasive care procedures and food hygiene.
  - We do not endorse any incidents of discrimination by families, staff, visitors or children and take matter of this kind very seriously. Displays of this unacceptable behaviour by anyone will be strongly dealt with and procedures will be put in to place to ensure these situations do not re-occur. However if this approach proves unsuccessful, action to exclude the offender from nursery may be needed.