



Little Angels Fun Club & Nursery

Policies and Procedures

Equality policy

This document relates to Little Angels Fun Club & Nursery

The aim of the document is to:

Set out the policy for equal opportunities for adults

We take account of the following legislation when we formulated our policy and the associated codes of practice. We will also undertake and comply with any new legislation as and when it arises:

Sex Discrimination Act 1975 and 1986

Race Relations Act 1976

Disability Discrimination Act 1995

Human Rights Act 1998

Copies of the policy will be shared with all new staff during their induction period and will be included on their induction questionnaire. It will be readily available to staff as part of the Operational Plan, issued in every unit of the organisation. Parents and visitors who come to nursery will be given the opportunity to see the policies alongside the Operational Plan, which will be readily available on request.

Any organisation that comes to perform contractual work at Little Angels or any of its other sites will be informed of the policy and be able to demonstrate their commitment to it.

When partnership working takes place we should also ensure that our partners must work within the framework of our policy.

Equal opportunities training will be made readily available to staff and management working within Little Angels. Internal training will also incorporate the ethos of our equal opportunities policy and ensure that it is promoted within all relevant and associated training.

Equal Opportunities

Little Angels is committed to working towards equal opportunities. We strive to ensure that all adults that we encounter will feel that they are treated equally regardless of gender, race, culture, disability or age.

We believe in a fair society that recognises the diversity of the community. We are committed to working towards the removal of unjustified discrimination and prejudice whenever this may exist.

We will challenge any attitudes that discriminate, whether they be from within or out with our organisation.

Little Angels will ensure that employees and parents and any other adults associated with us are entitled to receive information, processes and services. We aim to ensure that within the law no individual will receive less favourable treatment than another on grounds of gender, race, colour, ethnic origin, marital or family status, disability, age, or any other unjustified factor.

To this end we will seek to integrate sound equal opportunities principles into all of our services, policies, planning and procedures.

Responsibilities

Little Angels will monitor the overall operation of the policy and review its effectiveness on a regular basis – and at least every year. Little Angels will integrate the policy across all its corporate communication processes.

The Company Director will ensure that appropriate reference is made to equal opportunities in key results setting and business direction.

Managers and supervisors will ensure that their teams receive training and guidance and that the policy is integrated into daily working practices.

All employees will ensure that they participate fully in training and guidance given in support of this policy. They will also ensure their personal conduct is in line with the policy when acting on behalf of Little Angels.

Grievance policy

Any employee who feels they have been treated unfairly is encouraged to submit a complaint in the form of a formal grievance, in line with the Grievance procedure documented in their contracts of employment, and their employee handbook.

Harassment

We wish to create a working environment where employees are free from sexual and racial harassment. Little Angels recognises that it is responsible for the acts of its employees. As such should any issues arise that relate to harassment Little Angels will encourage employees to take a formal grievance out against the protagonist. Confidentiality will be upheld at every stage.

Any employee who commits an act of discrimination or personal harassment will be liable to disciplinary action.

Recruitment

Advertising

All vacancies will normally be advertised internally and externally concurrently.

Where posts are advertised externally care will be taken to ensure that the method used will not unreasonably and unfairly restrict the pool of likely applicants. All job vacancies will be notified to the job centres. All internal advertisements will indicate that all candidates will receive fair and equal treatment.

Job requirements

Job descriptions and person specifications will be despatched with application forms for all vacant posts.

Recruitment literature including advertisements will only include those essential and desirable requirements that are justifiable for the effective performance of the job. Reference to specific qualifications should be included when they are directly relevant to the job. Age restrictions will be avoided.

Short listing

All applicants will be considered together and the criteria for selection applied consistently to all candidates, by direct referencing to the person specification. Short listing and interviewing will take place with at least two and when possible three panel members as and when possible.

Interviewing

Interviews will use standardised questions to offer a level playing field for all candidates. Questions will not be asked relating to an applicants personal status. In particular questions should not be asked concerning marital status, children or other family commitments, or domestic arrangements.

Appointments

Appointments will be on the basis of responses to questions and best fit to the person specification. The most suitable candidate for the job should be recruited.

Training

Selection for training will be based solely on the needs of Little Angels and the needs of individual employees in carrying out their existing duties. Availability of funds will limit the levels of training activities and the training manager will establish priorities accordingly. Any restrictions on access to training will not directly or indirectly discriminate on the grounds of gender, race, disability, ethnic background, skin colour, age etc.

Little Angels has recently undertaken monitoring procedures for recruitment, selection and training to ensure compliance with this policy.

Publicising the Policy

All employees will be provided with an up to date copy of the policy. All job applicants will receive a copy of the policy with their application form, job description and person specification. Newly appointed employees will receive a copy of the policy that they will read through again on induction.

March 2006