



## **Equality and Inclusion Policy for Staff**

### **Policy statement**

The aim of the policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on any unlawful or inappropriate grounds.

The Proprietor has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. The Nursery will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The Nursery will maintain a neutral working environment in which no worker feels under threat or intimidated.

Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

### **Procedures**

The nursery and staff are committed to recruit, select, and promote individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation and pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training.

### **Recruitment**

The Nursery will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be in line with this equal opportunity policy. Job requirements will be reflected accurately in a personnel specification.

The Nursery will adopt a consistent, non-discriminatory approach to the advertising of staff vacancies.

The Nursery will not confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with the Nursery will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.



The Nursery will not disqualify any applicant because he/she is unable to complete an application from unassisted unless personal completion of the form is a valid test of the standard English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other employees.

Application forms will not include questions that potentially discriminate against the grounds specified in the statement of intent.

At interview, no questions will be posed which potentially discriminate against the grounds specified in the statement of intent. All candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

### **Training and promotion**

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions. All training and promotion will be within this policy.

### **Staff**

It is the policy of Katey's Nursery & Pre-School not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this. All staff are expected to challenge language, actions, behaviours, and attitudes which are oppressive or discriminatory on the grounds as specified in this policy.

### **Monitoring**

The Nursery will maintain and review the employment records of all employees to monitor the progress of this policy,

Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/ national origins, the sex, age and disability of all current employees,
- The examination by ethnic/ national origin, sex, age and disability of the distribution of employees and the success rate of the applicants,
- Recording recruitment, training and promotional records of employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.

*All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.*