



Broughton Primary's Play Buddies Club

**Equality and Inclusion
Policy**

Equality and Inclusion Policy

See Equal Opportunities Policy for more details.

The policy is a public statement of a commitment to oppose and challenge discrimination. It may focus on particular forms of discrimination which are of particular relevance to the organisation. It is important to realise however, that many people suffer discrimination as a result of a combination of factors. This policy was drawn up by registered persons, committee and staff and has the full commitment of all involved with the club.

This document sets out the policy - it is essential that all fully understand the principle and operation of the policy and together accept responsibility for its overall effectiveness. It will be given to all staff, management and parents as part of an induction procedure.

The policy includes:

- Aims of the policy
- Statement of intent
- Methods for implementation
- Monitoring and evaluation method

Aims of the policy

The policy aims to challenge discrimination in all areas of our organisation. We aim to ensure that the club reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.

We aim:

- To ensure that the make up of the management committee and staff team at all levels reflect the make up of the local community.
- To establish good links with organisations of groups of people facing discrimination.
- To ensure that premises are accessible for all members of the community. This may mean adaptations or conversion work.
- To increase awareness within the club of the needs of those who face discrimination and the effects of discrimination in society in general.

- To consider equal opportunities in all areas of our services and work.
- To consider establishing specific projects to promote equality of opportunities.

Statement of Intent

We recognise that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, sexual orientation, employment status, and if they are HIV positive.

Accordingly, we are strongly committed to positive action to remove / counter discrimination in all aspects of our work - in our practice as employers, in the way we work with other organisations, and in all our work with children, families and others.

Methods for implementation

1) Members / use groups and delivery of service

Equal opportunities will be considered in all aspects of the service the club provides. This will be reviewed regularly and monitored for effectiveness.

Language or behaviour designed to be offensive to any of the groups outlined in our statement is unacceptable and will not be tolerated in the club. Membership rules and notices to users should explicitly state that discriminatory language or behaviour is not acceptable.

The membership of the organisation will be reviewed regularly to identify which communities are under-represented. Constitutional changes may be considered (such as reserved membership places) if our membership is found to be unrepresentative.

We will also review the image and work of the organisation regularly. We aim to ensure that the club is accessible to all members of the community equally. To achieve this end we will consider holding open days to promote our work, producing specialise information for certain organisations, translating written material to other languages, into Braille and onto tapes, and consulting groups on how to make our club more relevant to those facing disadvantage.

We aim to ensure that the premises are physically accessible to all members of the community. We will obtain specialist advice to make the building accessible to those with disabilities and wherever possible undertake conversion work as appropriate.

Any publicity for the club will state our commitment to equal opportunities and will promote positive images of those groups in the community who suffer discrimination. We will also strive to produce the publication in other languages as appropriate.

Equal opportunities will be considered in all activities and resources. It is crucial that children are able to enjoy play activities and all parents are able to use the club without discrimination. Out of school childcare clubs have an important role to play in promoting anti-discriminatory play and practice. All equipment and activities will strive to promote non-stereotypical traditions, values and environments. Promoting positive values of different cultural identities through anti-racist activities and resources and positive anti-sexist and anti-discriminatory values will be integral to all programmes of activities.

We recognise that staff represent important role models for children and the image of the club. We aim to employ a team of workers that represents all section of the community. It is vital that staff represent the ethnicity of the local community.

2) Management committee

We aim to reflect the make up of the community in the decision-making process of the club and will actively encourage members of groups suffering discrimination to join the committee. The management committee (and other sub-committees) should be regularly reviewed to ensure that they reflect the diversity of individuals within the community who suffer discrimination. This should include a review of the process of decision-making and should include informal meetings.

If the management committee is found to be unrepresentative the club may consider co-options or reserved places for those who can make a special contribution. This will be fully discussed by all management committee members.

It is a condition of membership of the committee to follow the principles of the Equal Opportunities Policy.

Consideration will be taken when arranging the time and venue of any meeting to ensure that they are as accessible as possible. Childcare and transport will also be arranged.

Equal opportunities training needs for management will be reviewed regularly and arranged as appropriate.

3) Employment policy and recruitment

Equal opportunities are vital in staff recruitment. It is essential that all posts are advertised openly and widely and that agreed selection procedures are followed at all times. All those involved in recruitment should follow an agreed recruitment procedure. This includes the format and process for:

- Job descriptions
- Application forms
- Adverts
- Selection
- Induction
- Conditions of Service

Premises, working conditions and terms and conditions should all strive to promote equality of opportunity and should ensure that certain groups are not discriminated against.

All efforts will be made to ensure that premises are accessible to those with disabilities.

It is important that those with dependants are not discriminated against. Working patterns and arrangements will be considered to determine which are essential and which could be flexible.

Equal opportunities will be considered in all aspects of the staff's terms and conditions and will be reviewed regularly. This will look at leave for periods of maternity, paternity, sickness, dependants, and adoption and fostering.

The club aims to ensure that no staff suffer offensive language or behaviour in their workplace, or in their work. Staff contracts should explicitly state that offensive language or behaviour is not acceptable.

Staff training needs, in issues of equal opportunities, will be reviewed regularly and arranged as appropriate.

Monitoring and reviewing

The management committee will be responsible for implementing the equal opportunities policy. This may be delegated to a sub-committee. The club co-ordinator will report to the group or committee.

Any complaint or grievance should be made to the co-ordinator who will refer the matter to the chairperson of the management committee.

Equal opportunities strategies need to be regularly reviewed and monitored. All aspects of the policy should be monitored as an ongoing practice - this should be built into all procedures - for example, as part of the recruitment process, publication process, admissions policy, and activity programme. An annual major review will take place by the management committee.

We aim to make sure that:

- No child will receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability, or the ability to pay, in any matter to do with the after school club care.
- Both the management committee and the staff will ensure that the services they provide are accessible to everyone.
- This policy will be actively promoted through our decision making, employment practices and service provision, and we will strive to monitor its implementation and its effectiveness.

The equality and inclusion policy and procedure was passed for use in Broughton Primary's Play Buddies club.

On.....

By:.....Position.....

By:.....Position.....

By:.....Position.....

Date of planned review.....

2016

