

# Equal Opportunities

**Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.**

The Club's equal opportunities procedures aim to help everyone involved in the Club to counteract and eliminate both direct and indirect discrimination in decision-making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The Club aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Club will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The Club will facilitate regular opportunities for consultation with parents/carers about the service that the Club provides, as a means of monitoring the effectiveness of the Equal Opportunities policy.

## Equal Opportunities Procedures

To realise the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- Ensure that its services are open and available to all parents/carers and children in the local community
- Ensure that issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability do not inhibit a child from accessing the Club's services
- Treat all children and their parents/carers with equal concern and value
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the Club's programme of activities
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory
- Endeavour to recruit a staff team that reflects the make-up of the Club's local community
- Ensure that all members of staff are aware of, and understand, the Equal Opportunities policy as it relates to all aspects of its work
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management, and Dealing with Racial Harassment policies
- Treat seriously any member of staff found to be acting, or have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures policy
- Work to fulfil all the legal requirements of the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000.

The Out of School Club co-Ordinator will ensure a delegated person attends Equal Opportunities Co-ordinator Training so that an ENCO is in place. The ENCO is responsible for ensuring that the Equal

Opportunities policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- Staff receive appropriate training
- The Equal Opportunities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All of the Club's policies and procedures will be kept under review to ensure they do not operate in a discriminatory manner or in anyway against its commitment to equal opportunities.

## **Dealing with Racial Harassment**

**Our Club is committed to promoting tolerance and fairness towards all members of staff, students, volunteers, children and parents/carers. We fully and wholeheartedly adhere to both the spirit and detail of both the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, which outlaw discrimination against anyone on grounds of race, colour, nationality or ethnicity.**

### **Preventing Racial Harassment and Discrimination**

Proactive steps can be taken to prevent racial harassment and discrimination, and the Club believes that this is more effective than tackling a situation once it has already occurred. Therefore, alongside the procedures outlined later in this policy to deal with incidents of racial harassment and discrimination, the Club will:

- Ensure that all children are valued, irrespective of their race, colour, nationality or ethnicity
- Encourage individuals to treat each other with respect, regardless of their race, colour, nationality or ethnicity
- Acknowledge the existence of racism in society and take steps to promote harmonious race relations in our community
- Promote good relations between different ethnic groups and cultures within the Club and in the wider community
- Ensure that different cultural and religious needs are met, understood and communicated to all individuals involved in the Club.

## **Examples of Racial Harassment and Discrimination**

Racial harassment and discrimination can manifest itself in a variety of ways, some overt and others much less so. Some examples of unacceptable behaviour include:

- The use of patronising words or actions towards an individual for racial reasons – including name-calling, insults and racial jokes
- Threats made against a person or group of people because of their race, colour, nationality or ethnicity
- Racist graffiti or any other written insults or the distribution of racist literature
- Physical assault or abuse against a person or group of people because of their race, colour, nationality or ethnicity.

## **Addressing Racial Harassment and Discrimination**

If a member of staff or a child becomes aware of an incident of racial harassment or discrimination occurring at the Club, they will be encouraged to report the incident to the Co-ordinator or other senior member of staff.

Any allegation made against a member of staff or a child will be investigated thoroughly. The individuals concerned will be involved in discussion about why such behaviour cannot be tolerated, the club will make every effort to support all those involved in the incident and find ways to increase understanding and tolerance.

Each incident will be fully investigated and details will be recorded in a separate section of the Incident Record Sheet.

In the case of children, incidents will be reported to their parent/carer and a course of action agreed upon to resolve the situation, in accordance with the provisions of the Behaviour Management policy. However, if a solution cannot be found, then the Club may have to inform the child – and their parent/carer – that they are no longer able to attend sessions at the Club, in accordance with the Suspensions and Exclusions policy.

In the case of staff, provisions within the Staff Disciplinary Procedures policy will be activated and a record of the incident will be kept and made available to statutory authorities if appropriate.

The co-ordinator is responsible for ensuring that all incidents are handled both professionally and sensitively. All incidents will be kept confidential. In cases where the co-ordinator is involved in an allegation, the Registered Person will handle the incident, or nominate a senior member of staff in their place.

In all cases, continued racial harassment or discrimination from any individual will result in exclusion from the Club, where all other efforts have failed to provide a satisfactory resolution.

## **The Club as an Employer**

As an employer, the Club is committed to ensuring that the workforce reflects the multicultural community that it serves. To this end, the Club will:

- Advertise job vacancies in a variety of media sources and outlets and in a variety of places
- Ensure that the Club's human resource procedures prohibit racial discrimination and harassment, and investigate any concerns when this is suspected of failing
- Investigate any allegation of racial discrimination or harassment according to the provisions of the Staff Disciplinary Procedures and Behaviour Management policies
- Collect and monitor information about the ethnic background of the staff team and children.

## **Children with Additional Needs**

**Our Club is aware that some children have additional needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.**

The Club is committed to the inclusion of all children in its care. The Club also believes that children with additional needs and/or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with additional needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The policies, procedures and practices of the Club in relation to children with additional needs and/or physical disabilities are consistent with current legislation and guidance. These include the Special Educational Needs and Disability Act 2001 and the Disability Discrimination Act 1995 and 2005.

The Club believes that by identifying individual needs and taking proactive steps alongside parents/carers and other statutory professionals or agencies, all children should be able to play a full, active and equal part in the Club's activities.

### **SENCO (Special Educational Needs Coordinator)**

The Co-ordinator will act as or appoint a member of staff as the SENCO to manage provision for children with special educational needs and/or physical disabilities. This individual will be fully trained and experienced in the care and assessment of such children.

All members of staff will be expected to assist the SENCO in caring for children with additional needs and/or physical disabilities. The Co-ordinator's responsibilities will include:

- Working alongside the Co-ordinator (if Applicable) to ensure that all staff are aware of all legislation, regulations and other guidance on working with children with additional needs and/or physical disabilities
- Working with the Co-ordinator (if Applicable) to ensure that all staff who work with children with additional needs and/or physical disabilities and have appropriate skills and training
- Co-ordinating regular monitoring and reviews of children's progress; involving parents/carers, other members of staff, relevant representatives from statutory agencies and, if appropriate, the child themselves. Alongside the Co-ordinator, they will also be responsible for ensuring that any actions following such reviews are followed through
- Assessing each child's specific needs and adapting the Club's facilities, procedures, practices and activities as appropriate
- Ensuring that systems are in place to adequately plan, implement, monitor, review and evaluate the Additional Needs policy
- Ensuring that children with additional needs and/or physical disability are fully considered when activities are being planned and prepared
- Liaising with parents/carers about the needs of their children and the plans and actions of the Club, as well as being the point of contact for parents/carers
- Liaising with other agencies and seeking advice, support and training for themselves and other staff as is necessary
- Supporting other members of staff to become more skilled and experienced in the care of children with additional needs and/or physical disabilities
- Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities
- Ensuring that accurate observations of how the child or young person uses the play space are used to reflect on practice and improve access for all
- Ensuring that the child or young person is fully consulted and independence is encouraged when possible. Consideration will always be given to the dignity and choice of the individual and where necessary staff will seek strategies to enable good communication at all times.

This policy was adopted at a meeting of Burrowmoor Out of School Club

Held on (date) \_\_\_\_\_

Signed on behalf of the Management Committee/Proprietor \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_

This policy was reviewed on \_\_\_\_\_ (date)

*continue as necessary* \_\_\_\_\_ (date)