

INCLUSION AND EQUALITY POLICY

1. PURPOSE

- 1.1 At RAFA Kidz we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs.
- 1.2 Discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation has no place within RAFA Kidz.
- 1.3 The purpose of this policy is to communicate the commitment of RAFA Kidz to the promotion of equal opportunities, encouraging diversity both as an employer and a provider of a service and to support an environment and culture in which unlawful and unfair discrimination is not condoned or tolerated.
- 1.4 RAFA Kidz has developed policies, procedures and practices, to ensure that discrimination does not occur in either employment or service delivery. We are committed to regular monitoring and review of our policies, procedures and practices to ensure that they are effective in this regard, and will ensure that all those involved in recruitment, management and the procurement and provision of services are aware of, adhere to and promote this policy.

2. SCOPE

- 2.1 All RAFA Kidz employees, volunteers and those that deliver services on our behalf and members of the public that use our services should demonstrate behaviour that adheres to this policy.
- 2.2 RAFA Kidz has adopted a separate Diversity Policy which sets out its approach as an employer to ensure the working environment is inclusive and free from discrimination. The Diversity Policy forms part of RAFA Kidz's personnel policies and employees should read and implement this Inclusion and Equality Policy in conjunction with the Diversity Policy.
- 2.3 The legal framework for this policy is based on:
- Special Education Needs and Disabilities Code of Practice 2015
 - Children and Families Act 2014
 - Equality Act 2010
 - Childcare Act 2006
 - Children Act 2004
 - Care Standards Act 2002
 - Special Educational Needs and Disability Act 2001

3. PRINCIPLES

3.1 RAFA Kidz is committed to:

- Promoting an inclusive and harmonious environment in which all persons are treated with dignity and respect and there is equality of opportunity for all.
- Creating an open and trusting environment where individuals are encouraged to discuss issues relating to equality of opportunity and diversity and are encouraged to challenge inequality in an appropriate manner.
- Fulfilling our legal obligations under equality legislation and complying with our own policies and preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Providing a secure environment in which all our children can flourish and all contributions are valued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity.
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity.
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory.
- Challenging all discriminatory behaviour.
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and RAFA Kidz's ability to provide the necessary standard of care.
- Making reasonable adjustments for children with special educational needs and disabilities.
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable).

4. DEFINITIONS

- | | | |
|-----|-------------------------|---|
| 4.1 | Equality of opportunity | The development of policies, procedures and practices that promote fairness and equality in all aspects of employment and service delivery to enable development to full potential, together with the removal of barriers of discrimination and oppression experienced by certain groups. |
| 4.2 | Diversity | The concept of diversity encompasses acceptance and respect. It means understanding that everyone is unique and recognises individual difference. These can be along dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical and learning abilities, religious beliefs, political beliefs or other ideologies. It is the exploration of these differences in a safe, positive and nurturing environment. It is about understanding each other |

and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within everyone.

4.3	Inclusivity	This is the process of identifying, understanding and breaking down barriers to participation and belonging.
4.4	Direct Discrimination	This occurs when someone is treated less favourably from others in the same circumstances due to a protected characteristic.
4.5	Indirect Discrimination	This occurs where a provision, criterion or practice is in place which applies to everyone at RAFA Kidz but particularly disadvantages people who share a protected characteristic and that provision, criterion or practice cannot be justified as a proportionate means of achieving a legitimate aim.
4.6	Discrimination by Association	Discrimination against a person because they have an association with someone with a protected characteristic under the Equality Act 2010.
4.7	Discrimination by perception	This occurs when there is direct discrimination against a person because the discriminator perceives a person has a protected characteristic.
4.8	Harassment.	This is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment having regard to all the circumstances and the perception of the victim.
4.9	Victimisation	This occurs where an individual is treated less favourably than colleagues or other services users because they have made or supported a complaint or raised a grievance or have been suspected of doing so.
4.10	Protected characteristics	The nine protected characteristics under the Equality Act 2010 are: Age, Disability, Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Marriage and civil partnership, and Pregnancy and maternity.

5. RESPONSIBILITIES

5.1 The Board of RAFA Kidz and its senior management team are responsible for:

- Communicating this policy and ensuring that the principles laid out in this policy are built into working practices.
- Providing equality training to employees and guidance to all, as appropriate

- Ensuring that adequate resources are made available to fulfil the objectives of this policy
- Monitoring compliance with this policy and responding to complaints.

5.2 All managers are responsible for implementing inclusive, fair and non-discriminatory practices.

5.3 All employees, volunteers and contractors (those carrying out activities on behalf of RAFA Kidz), are responsible for ensuring that they are aware of, understand and comply with this policy and that they create the inclusive environment which is the objective.

5.4 All parents and service users are responsible for ensuring that their behaviour supports the implementation of this policy.

5.5 All parties are responsible for challenging discriminatory behaviour and reporting it to RAFA Kidz.

6. EARLY LEARNING FRAMEWORK

6.1 Early learning opportunities offered by RAFA Kidz encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

6.2 We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made
- Ensuring the medical, cultural and dietary needs of children are met
- Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development
- Helping children to learn about a range of food and cultural approaches to meal times and to respect the differences among them.

7. COMPLAINTS PROCEDURE

7.1 RAFA Kidz welcomes feedback from parents and service users about its implementation of this policy. Please refer to the Complaints and Feedback Policy if you wish to make a complaint.

7.2 RAFA Kidz does not tolerate discriminatory behaviour and will take action to tackle it and to support inclusion and equality.

7.3 We aim to create an atmosphere where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

7.4 Any employee who feels that they have been treated less fairly than others in the same circumstances, has the right to use the Grievance Policy to seek redress. In the case of service users / parents please use the Complaints Policy. All complaints and grievances in respect of equality and equal opportunity issues will be thoroughly investigated and dealt with fairly and consistently.

8. DEALING WITH DISCRIMINATORY BEHAVIOUR

8.1 Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has discriminatory implications; or at the other extreme their behaviour may be quite deliberate and blatant.

8.2 We expect all staff to be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in nursery.

8.3 It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory; or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. We expect all staff to use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

8.4 RAFA Kidz will tackle discrimination by:

- Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place in person or via an online arena.
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members
- Expecting all staff to treat any allegation seriously and report it to the nursery manager.
- Investigating and recording each incident in detail as accurately as possible and making this record available for inspection by staff, inspectors and parents where appropriate, on request. The nursery manager is responsible for ensuring that incidents are handled appropriately and sensitively and appropriately recorded.

- Informing the parents of the child(ren) who are perpetrators and/or victims about the incident and of the outcome, where an allegation is substantiated following an investigation
- Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying, but such steps will only be taken when other strategies have failed to modify behaviour. This includes any employees where any substantiated allegation after investigation will incur our disciplinary procedures.

8.5 RAFA Kidz will record any incidents of discriminatory behaviour or bullying to ensure that:

- Strategies are developed to prevent future incidents
- Patterns of behaviour are identified
- Persistent offenders are identified
- Effectiveness of nursery policies are monitored
- A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

8.6 If the behaviour shown by an individual is deemed to be radicalised, we will follow our procedure as detailed in our Safeguarding Policy in order to safeguard children and families concerned.

9. REVIEW

9.1 This policy will be reviewed on a three-year cycle, or earlier if subject to legislative changes.

Date Originated	April 2019	Date reviewed
Reference	RK07	