



Orchard Saturday Club

Our Equal Opportunities Policy

Orchard Saturday Club is committed to providing equality of opportunity and anti-discriminatory practise, for all children and their families, staff members and those associated with the successful running of the club. In our mission statement we state the aim to provide every child with 'the right to play', we do this by providing a secure environment in which children and staff members are enabled to meet their full potential and in which all contributions are valued. We provide a non-discriminatory environment which actively celebrates life regardless of ethnic origin, race, gender, sexual orientation or disability. Orchard Saturday Club aims to continually improve and build upon our knowledge and understanding of issues that surround and challenge equality and diversity. We work hard to ensure that inclusion a thread that runs through all our activities at our club.

This policy adheres to the recommendations set out in the following legal framework:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sexual Discriminations Act 1986
- Children Act 1989
- Special Educational Needs and Disability Act 2001
- Disability Discrimination Act

Admissions

Access to our provision by families is governed by Devon County Councils Social Service Department.

We aim to ensure our practice is fair, during the admissions process by:

- We provide information in a clear and precise language, both written and spoken.
- We understand how to access and use translation services when necessary.
- We ensure all our parents are aware of our Equal Opportunities policy.
- We reflect the diversity of the group in our publicity and promotional materials.
- We are sensitive to the individual needs of our families and our adaptable admissions process reflects this.
- Orchard Saturday Club is a service designed for children and young people with special educational needs. Children referred to the setting will be offered a placement regardless of their disability, providing we can meet their development needs safely and appropriately within the group. Even if it means a delay in placement if staff training/development is needed to ensure the best possible care for a child/ young person.
- Our building conforms to the regulations of the Discriminations Act and as such is accessible to all referred parties.
- Families approaching us in need of a placement are referred to their care manager or our social services representative who will support them in their application process.
- Orchard Saturday Club use total communication approach to all.



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- We can advise families to request support from Social Services with transport should they require this; Orchard House is situated on a local bus route.

Employment

We aim to ensure our practice is fair, during the recruitment process by:

- Advertising positions in a variety of well- frequented media.
- Applications will not be processed until the closing date has been reached.
- Alternative versions (Braille, large print) of the application pack can be requested should the applicant require.
- The short listing process will take into the account the qualifications and/or skills of the applicant not the presentation of their application.
- The applicant who best meets all the selection criteria will be offered the post, subject to ISA and reference checks.
- Applicants will be judged on all areas of the recruitment process.
- All applicants will go through the interview process before a decision is made.
- We monitor our application process to ensure it is accessible to all.
- Our building conforms to The Disability Discrimination Act, and is therefore accessible to all.
- Recruitment decisions will take into account the applicants ability to cope with the ever changing demanding nature of our provision. The safety of our children/ young people will remain paramount.
- We aim for the diversity of our children to be reflected in our staff team.
- Orchard House is easily accessible by applicants with or without their own transport, we are within walking distance of a bus route and local train station.

Staffing

We aim to ensure our practice is fair in the retention of staff by:

- Further training needs will be discussed in staff appraisals and provided by the club where possible and relevant.
- The same disciplinary procedures will be applied to all staff members in the event of an incident.
- Our staff ratios reflect the necessary requirements set out by Ofsted and the management and deployment of staff members will be decided upon by the management team.
- All staff members will be provided with the uniform of the club.
- A positive staff ethos is embedded in our setting and incidents of staff bullying will be challenged by the management team and handled as detailed in our 'staff retention policy'.
- Staff members are expected to support one another in their work and should do so in a non-discriminatory manner.
- During staff meetings, the opinions and contributions of all staff members will be listened to and respected. Contributions of a discriminatory nature will not be tolerated.



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- All staff members are entitled to two ten-minute breaks during their working day, during these breaks smokers may excuse themselves to an appropriate place off the premises.
- All staff members will be supported in their development.

Volunteers/students

We aim to ensure our practice is fair in the retention of volunteers by:

- Further training needs will be discussed in volunteer appraisals and provided by the club where possible and relevant.
- The same disciplinary procedures will be applied to all volunteers in the event of an incident.
- All volunteers will be provided with the uniform of the club.
- A positive staff ethos is embedded in our setting and incidents of staff bullying will be challenged by the management team and handled as detailed in our 'staff retention policy'.
- Volunteers are expected to support staff members in their work and should do so in a non-discriminatory manner.
- During staff meetings, the opinions and contributions of all staff members and volunteers will be listened to and respected. Contributions of a discriminatory nature will not be tolerated.
- All volunteers are entitled to two ten-minute breaks during their working day, during these breaks smokers may excuse themselves to an appropriate place off the premises.
- All volunteers will be supported in their development.

Committee members

We aim to ensure that our practice is fair with regard our management committee by:

- All parent, carers and interested parties have the opportunity to become a committee member.
- Committee meetings are arranged at a time that is mutually convenient for all members where possible and adequate notice of their arrangement is given to encourage maximum attendance.
- Committee members are subject to ISA safeguarding checks and these are updated appropriately.
- During committee meetings, the opinions and contributions of all members will be listened to and respected. Contributions of a discriminatory nature will not be tolerated.
- Minutes from meetings will be distributed by email and/or post and will be available in an alternative format if necessary.
- Our committee meetings are held at Orchard House conforms to The Disability Discrimination Act, and is therefore accessible to all.

Families and carers

We aim to ensure that our practice is fair by:



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- We offer a flexible payment system for families requiring this service.
- We understand the necessity of accessing 'translation services' to support families in accessing our information.
- Alternative formats of information letters and paperwork can be obtained should families require.
- We employ a total communication approach within the club and use a wide range of visual support in our language and communication.
- We value cultural diversity and encourage the celebration of family festivities within our setting.
- We encourage children and staff members to share news and stories with the group as a whole to broaden the range of experiences encountered by the children we care for.
- We understand that every family is different and use an individualised approach to ensure that the needs of the family as a whole are met appropriately.
- We value families' feedback on activities and the setting as a whole and actively strive to take into account any further developments suggested.
- We work in partnership with families to ensure consistency of care for their children.
- We take into account the dietary, medical, cultural or religious needs of the family when planning activities and mealtimes for their children.

Children and young people

We aim to ensure that our practice is fair by:

- We encourage child to have a positive attitude towards differences and to value the contribution of others.
- We treat all children and young people with due care and respect.
- We provide a diverse range of activities that are accessible by all.
- Children and young people are always supported by staff who are adequately trained to provide an consistently outstanding care and support.
- We discourage children and young people from using derogatory terms and inappropriate language and educate them in more acceptable means of expressing themselves.
- We reflect a wide range of global communities in the choice of resources we use in the club.
- We celebrate the diverse nature of our club and are extremely proud of any progress our children and young people make.
- We understand the necessity of accessing 'translation services' to support children in accessing the activities and building relationships with staff and peers.
- We operate a total communication approach, we use symbols, Makaton and photographs, we use these to enable children and young people to make and share their choices.
- Our building conforms to The Disability Discrimination Act, and is therefore accessible to all.
- We are very positive setting, and in the event of a child or young person needing physical intervention, it will be carried out in a professional manner.
- Children and young people are given adequate time/ notice of activities that will happen to allow them to prepare themselves.



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- Children and young people will have the opportunity to decline to participate fully in an activity should they wish, this will be respected.
- We value feedback on activities from the children and young people, and we use these thoughts and ideas when planning activities.

This policy was written on the 24th August 2010 by Clare Gendall and Luana Winston.

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