



## **Busy Bees Ledbury - Equal Opportunities Policy**

Busy Bees Ledbury are committed to providing equality of opportunity for all children and families. We take positive action to promote equality and eliminate discrimination. Busy Bees Ledbury works in accordance with all relevant legislation, including:

The Equality Act 2010  
Children Act 1989  
Rehabilitation of Offenders Act 1974  
Data Protection Act (DPA) 2018  
Employment Equality Act 2003  
Childcare Act 2006

Busy Bees Ledbury believe that our activities, including Extended Services, should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, our setting have an equal chance to do so. Everyone at Busy Bees and involved with Busy Bees is treated with equal concern according to their individual needs. We treat everyone equally regardless of their circumstances, gender, religion, racial origin, cultural and linguistic background, social group or disability. Our commitment to promoting equal opportunities runs in conjunction with our implementation of British Values.

### **Admissions:**

- Busy Bees is open to every family in the community. Spaces are allocated on a first come, first served basis and we arrange the waiting list according to date of application (defined as the date from when we have received a deposit, if applicable, and have received a completed registration form). Spaces are booked no more than half a term in advance for Preschool.
- In line with the Early Years Foundation Stage (EYFS) guidelines we will ask parents to supply details of the address the child normally resides at and the names of those with parental responsibility.
- Families joining Busy Bees are made aware of our equal opportunities policy, which is regularly reviewed, at least annually.
- Staff at Busy Bees Ledbury ensure the individual needs of children are met and respect and value every child regardless of their race, gender, religion, culture, ethnicity, language or dietary needs.

### **Employment:**

- Any vacancies will be advertised. Busy Bees will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. In accordance with section 3.26 of the 'Statutory Framework for the Early Years Foundation Stage' (2021) we will adhere to the requirement that 'Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of

medicines or food hygiene.’ Commitment to implementing our Equal Opportunities Policy will form part of the job description for all workers.

**Families:**

- Busy Bees recognises that many different types of family group can and do successfully love and care for children. We aim to offer support to all families regardless of their circumstances.
- We will ensure all families have an equal opportunity to be involved with the running of Busy Bees and attend outings or fundraising events.
- Busy Bees can offer a flexible payment system for families with differing means.

**Festivals:**

Our aim is to show respectful awareness of all the major events in the lives of the children and families at Busy Bees, and in our society as a whole, and to welcome the diversity of backgrounds from which they come. This is part of our commitment to promoting British Values.

In order to achieve this:

- We aim to acknowledge all the festivals that are celebrated in our area and/or by the families involved in the pre-school.
- Without indoctrination in any specific faith, children will be made aware of the festivals that are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the Practitioners at Busy Bees are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and families who celebrate at home festivals with which the rest of the Busy Bees is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

**The Curriculum:**

- All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within Busy Bees will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- The curriculum, where appropriate, will include learning about the different environments and cultures of the world, so developing the children’s self-respect and respect for others. Stereotypes will be avoided while images and words will reflect positively the contribution of all members of society.

**Resources:**

- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

- Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words that reflect positively the contribution of all members of society.
- Busy Bees Ledbury will aim to provide resources including toys and books which will benefit all children and will give them a chance to see people of black, mixed race and white origins positively reflected.

### **Special Needs:**

- In line with EYFS regulations, we will ask on the Registration form issued prior to the children beginning sessions at Busy Bees, for the parent to give details, if any, as to whether the child has any learning difficulties and whether they are disabled. This information will be held on file but does not preclude any child from entering Busy Bees and is for information purposes only.
- Busy Bees recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise.
- Planning for meetings and events will take into account the needs of people with special educational needs and disabilities.
- We recognise the benefits to be gained, by both disabled and able-bodied adults and children, from playing and learning together.
- If a child's needs are such that they would benefit from additional funding to support these needs, we will apply to attend a funding panel held in Hereford. Our SENCO will put forward a case for the child and any funding received will be used to appropriately support the child's learning and development, such as one to one support, purchasing resources or training or specialist equipment.

### **Discriminatory Behaviour/Remarks:**

- Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable at Busy Bees or at any Busy Bees event.
- If a child's attitude continues to be discriminatory, their parent/carer will be informed by the Manager or, in their absence, the most senior member of staff, and Busy Bees will work with the parent/s to ensure the situation is resolved favourably.
- If a staff member uses discriminatory language or behaves in a manner deemed to be discriminatory, they will be challenged and the incident recorded on the Staff file. Disciplinary action may be taken.
- Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

### **Language:**

- Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.
- Bilingual/multilingual children and adults are an asset to the whole group. Parents will be encouraged to speak to children in their first language at home.
- Children and parents who have English as a second or additional language will be valued and their languages recognised and respected at Busy Bees

**Food:**

- Working in partnership with parents, children's medical, cultural and dietary needs will be met.

**Meetings:**

- Busy Bees Ledbury will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the setting.

***Busy Bees Ledbury will, where it deems to be relevant, use it's discretionary powers over and above the aforementioned.***

Please refer to our Inclusion policy for more information on the support we offer for children with additional needs.

**Useful links:**

Disability Rights Commission: [www.drc-gb.org](http://www.drc-gb.org)

Disability Equality in Education [www.diseed.org.uk](http://www.diseed.org.uk)

Direct Government (for information relating to legislation) [www.direct.gov.uk](http://www.direct.gov.uk)

Equal Opportunities Commission (EOC) [www.eoc.org.uk](http://www.eoc.org.uk)

Plain English Campaign [www.plainenglish.co.uk](http://www.plainenglish.co.uk)

United Nations International Children's Emergency Fund [www.unicef.org](http://www.unicef.org)

<b>This policy was adopted on</b>	
<b>Signed on behalf of the preschool</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	