

EQUAL OPPORTUNITIES POLICY

North Edinburgh Childcare aims to achieve equal opportunities practices in all aspects of its operation. The organisation does not discriminate against any group or individual on the grounds of race, gender, ability, sexual orientation or religion.

This commitment applies to all the aspects of employment outlined below:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures.
- Training.
- Promotion and career development opportunities.
- Term and conditions of employment, and access to employment related benefits and facilities.
- Grievance handling and the application of disciplinary procedures.
- Selection for redundancy.

MANAGEMENT RESPONSIBILITIES

Equal opportunities are part of the larger management responsibilities of ensuring that the employment environment provides employees with motivation to do a good job. This will be impossible to achieve if individuals feel that they are being treated unfairly.

Where problems or complaints arise, managers must take these seriously and make sure they are fully investigated and that any necessary follow-up action is taken. This may include initiating disciplinary action against employees who have committed acts of discrimination.

EMPLOYEE RESPONSIBILITIES

Employees have a personal responsibility for the practical application of equal opportunities initiatives. The co-operation of all employees will be needed for the organisation to make real progress in this area. In everyday ways we can all contribute to an improved working environment, for example by not making assumptions about people based on their sex or their ethnic background, by challenging those who express prejudice, and by making suggestions to managers about how the working environment can be improved to enhance equal opportunities.

Equality of opportunity is about good and effective employment practice and about creating an environment in which everybody can be assured that their contribution is valued.

WHAT THIS MEANS FOR EMPLOYEES AND SERVICE USERS

We expect employees to promote good practice by:-

1. Ensuring the Centre provides a welcoming environment to all children;
2. Promoting positive and accurate images of different cultures, male and female roles and people with a disability through pictures, displays, posters, books and other toys and materials.
3. Encourage children to respect differences in a group of people or individuals.
4. Ensure that all children experience fairness and justice in the Centre.
5. Promoting anti-sexist play which means we challenge stereotyping e.g. it is okay for girls to play football and snooker, and for boys to dress up or play with dolls.
6. Actively encourage boys and girls to be assertive and confident and to express their feelings in an appropriate verbal way and not physically.
7. Ensuring that children are not harassed or bullied by other children or adults in their group.
8. Appropriately challenging any racist, sexist or other discriminatory attitudes, remarks or behaviour whether by staff, service users or children.