

5. Equal Opportunities and Recruitment Policy

Statement of Intent

Coaley Village Playgroup believes that no child, individual or family should be excluded from the playgroup's activities on the grounds of age, gender, sexuality, class, family status, special need, colour, ethnic origin culture, religion, or belief. We aim to ensure that all, who wish to work in, or help with playgroup, will have an equal chance to do so.

Admissions

Children are admitted to Coaley Village Playgroup when they are two years and nine months of age. Coaley Village Playgroup is registered to take up to 12 children. Parents wishing their child to attend Coaley Village Playgroup must complete the forms held within the Playgroup pack and return to the Secretary. The child will then be entered onto the waiting list. Parents are encouraged to staff their child until he/she is settled.

There is a waiting list in use and it is structured as such. Please note this is not in any order of preference: -

- ❖ Age of child - may be admitted to the playgroup from the first session after they reach the age of 2 years 9 months.
- ❖ All children not in their pre-school year may be allocated a minimum of 2 sessions according to availability.
- ❖ All children in their pre-school year may be allocated a minimum of 3 sessions according to availability.
- ❖ Brothers/sisters at the group or who have siblings already attending Coaley Village School
- ❖ Children living in the Parish and who are not attending any other pre-school activity i.e. Playgroup or nursery school.
- ❖ If the child already has a place at another group.

NOTE: Living in the parish of Coaley does not guarantee entry to Coaley C of E School; places are allocated by the L.E.A. Please contact the school for details of the admissions procedure.

Curriculum

- Activities and the use of equipment offer children opportunities to develop in an environment free from prejudice and discrimination.
- Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- We aim to give the 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 derogatory pictures or messages about any other group of people.
- Discriminatory behaviour and remarks are unacceptable in this playgroup.

- We select books, equipment and resources, which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- We will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand their prejudices.

Equal Opportunities Employment Policy Statement

Coaley Village Playgroup will appoint the best possible staff and to ensure equality of opportunity so that no person should be disadvantaged or discriminated against in any of the dealings with the Playgroup.

Applicants will be considered on the basis of their suitability for the post, with equal opportunities for women, men, black/ethnic minorities, sexuality, people with disabilities, regardless of marital status, age, gender, class, race, culture, religion or belief, ethnic origin and anyone with a criminal record (please see policy statement regarding Recruitment of Ex-Offenders).

All persons providing day care must be submitted for checks prescribed in regulations as determined by Ofsted. Failure to consent to such checks may result in the refusal of registration. Ofsted must be satisfied that the registered person is and continues to be qualified for registration. The registered person must notify Ofsted of any offences or orders since the date of registration which may affect his/her suitability to provide day care for children. In addition, a registered person cannot be regarded as suitable to care for children if they are disqualified under regulations unless that disqualification has been waived.

The registered persons must ensure staff caring for children and others likely to have unsupervised access to them, including those living or working on the premises, are suitable to do so. Systems are in place to ensure that such persons are suitable to look after children or be in contact with them. Such persons must consent to background checks being undertaken, including a Criminal Records Bureau disclosure and an identity check. The registered person must ensure that such persons understand their ongoing responsibility to declare any offences or orders which may affect their suitability to care for children or have unsupervised access to them. A member of staff cannot be regarded as suitable to care for children or have unsupervised access to them if they are disqualified under regulations unless Ofsted has waived that disqualification.

The registered person ensures that any person, who has not been vetted, as highlighted above, is never left alone with children.

Recruitment Policy

Coaley Village Playgroup will appoint the best person for each job and will treat fairly all applicants and those appointed to those jobs in-line with our Equal Opportunities Employment Policy Statement.

The Committee will ensure the following information is available for all staff.

Job Description including:

- ❖ Job Title, Main Responsibilities and Key Areas of Work and Person Reporting To.

Terms and Conditions of Employment which include:

- ❖ Employers Name
- ❖ Job Title
- ❖ Start Date
- ❖ Rate of Pay
- ❖ Hours of Work
- ❖ Holiday Conditions
- ❖ Notice Period

Person Specification to include:

- ❖ Skills, attitude, knowledge and experience
- ❖ Qualifications
- ❖ Personal Qualities
- ❖ Requirement for criminal record bureau (CRB) and Health checks

Prior to Recruitment the Committee will:-

Create the job advertisement, which should include;

- ❖ PATA logo (available from the PATA office)
- ❖ Job title and location
- ❖ Required experience and qualifications
- ❖ Salary
- ❖ Hours
- ❖ How to apply and to whom (by CV or application pack if available)
- ❖ Closing date for applications

Advertise the job using some or all of the following;

- ❖ PATA website and newsletters
- ❖ Setting and other local notice boards including local shops
- ❖ Parish magazine and other publications
- ❖ Job Centre
- ❖ Local College notice boards
- ❖ Libraries
- ❖ Local Newspapers

All suitable candidates will then be requested to attend an interview with a panel made up of the following:-

- ❖ The Chairperson, Secretary and two members for Staff.
- ❖ Decide of the questions beforehand and ask the same questions to each candidate in order to compare answers.
- ❖ Choose a suitable quiet venue where you will not be interrupted.
- ❖ Allow about 45 minutes for each interview and a few minutes in between to compare notes.

All candidates should then be advised of the decision in writing and the current staff should be informed of the outcome of the interviews.

The successful candidate will have a vetting process to safeguard the children in Coaley Village Playgroup care.

- ❖ All references will be checked
- ❖ Will be employed on a three month probation period
- ❖ Must provide proof of their right to work in this country. Examples of which are:
 - A passport that proves the holder is a British Citizen or has the right to live in the UK
 - A passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland
 - A document giving the persons permanent National Insurance number and name (i.e. P45, P60 or National Insurance Card) plus either a full birth certificate issued in the UK which includes the names of the holder's parents or birth certificate from the Channel Island, Isle of Man or Ireland.
- ❖ Will complete either a DC2 form or, in the case of a new person in charge, a DC2A and Health Declaration and send this to Ofsted or registered agency.
- ❖ Will have to complete the Staff Induction Process at the start of employment.

Any employment will be subject to satisfactory references, criminal records bureau and health checks and period of probation.

Coaley Village Playgroup will not employ anyone who is found to be disqualified from working with children.

Anti-Racism Statement

Coaley Village Playgroup welcomes the fact that ours is a multi-racial and multi-cultural society. We wish to promote understanding of and a commitment to the principles of racial equality and justice. To this end we have produced the following anti-racist strategies:-

- ❖ Volunteers and staff become aware of racism, its affect and the implications for our work
- ❖ The structure of the Playgroup is adopted so that it becomes more appropriate to the needs of ethnic minority groups and individuals.
- ❖ Content and planning are designed to promote an anti-racist environment.
- ❖ Recruitment methods are actively anti-racist and frequently reviewed.
- ❖ Employment situations are appropriated to all racial groups.

Anti-Sexism Statement

Coaley Village Playgroup is committed to achieving for under-fives and their parents/carers a service, which provides equality of opportunity and freedom from discrimination on grounds of race, sex, class or disability in both the services, provided and employment.

This statement complements the anti-racism statement and pledges the Playgroup to actively combat sexism and promote equality of opportunity for girls and boys, women and men.

Passive support for equal opportunities is not sufficient to challenge sex stereotyping. Sexism affects everyone and tackling it must be the responsibility of all the Playgroup staff, volunteers and parents/carers. The commitment and involvement of all is also vital to the practical implementation of the policy. The Playgroup is committed to moving forward to a phase of positive action that will help to identify sexist practises, especially unconscious ones and to formulate practical strategies for overcoming them.