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THE PARACHUTE OUT OF SCHOOL CLUB

EQUAL OPPORTUNITIES POLICY

AIMS

The management is committed to the continuous development and practise of a positive policy of equal opportunities in the areas of employment, and service delivered.

The aim is to ensure equal access to all, irrespective of age, class, colour, disability, ethnic or national origin, financial background or status, gender, marital status, political and religious belief and sexual orientation. The manager will ensure that discrimination does not take place in its selection, recruitment, and professional development and promotion practices or in the work environment.

Objectives

Employment policy

- a) To ensure that all applicants and prospective employees are able to recognise in the format of advertisement and application forms that the parachute club is an Equal Opportunities employer and that selection procedures are fair and equitable.
- b) To provide conditions of service which reflect the overall Equal Opportunities Policy of the parachute clubs?
- c) To ensure that the manager is aware not only of the overall aims of the parachute clubs Equal Opportunities Policy but have taken part in relevant and appropriate training activities, and are sensitive to the appropriate language.
- d) To provide information on procedures to be followed if it is felt that discrimination has occurred.
- e) To expect and to ensure that all employees respect and observe the Equal Opportunities Policy.
- f) To provide a working environment which acknowledges and encourages the development of equal opportunities amongst employees in their dealings with each other and with the families involved?
- g) To ensure that there is appropriate physical access to the buildings and the surrounding environment as well as to information on relevant sources.
- h) To provide appropriate training on Equal Opportunities issues and to expect employees accordingly to update themselves at regular intervals on these issues.

- l) to monitor and evaluate the effectiveness of the parachute club Equal Opportunities Policy on a regular basis and to review the policy as appropriate.
- j) To actively promote the Equal Opportunities Policy to staff as well as to families involved.
- k) To disseminate and to make freely available the Equal Opportunities Policy.

Access Policies

- a) To ensure that the parachute club operates an admission policy which guarantees equal access for all children and does not discriminate in the provision.
- b) To ensure that they address with sensitivity and understanding the application of standards of behaviour, exclusion and permanent exclusions; the allocation of resources; the provision of any other facilities or services provided by the parachute club.
- c) To encourage staff as well as children to approach critically norms, values and attitudes which are established but may perpetuate discrimination and prejudice?
- D) To expect them to challenge prejudice and discrimination where and whenever it occurs.
- e) To develop an ethos in which diversity and differences are valued so as to promote self confidence, co operation and respect for the rights and aspirations of others.

- f) To ensure that staff styles reflect knowledge and understanding of Equal Opportunities and related issues.
- h) To encourage the selection and use of resources which portray the range of beliefs, lifestyles and traditions present in society and avoid bias and stereotyping.
- l) to provide regular training in Equal Opportunities for all staff and to disseminate examples of good practise.
- j) To monitor and evaluate the effectiveness of Equal Opportunities on a regular basis.

Delivery Policy

- a) To ensure equal access to information, ideas and opportunities for self-development.
- b) To provide a service which is easily identified and accessible to all?
- c) To provide services which recognise the diverse and different needs within the community and cater specifically for them?
- d) To provide opportunities for users to shape the nature of materials and services provided for them.
- e) To provide access as appropriate and practicable within the law to information and ideas which reflect the range of human thought and knowledge?
- f) To seek ways of improving linguistic, physical, intellectual and psychological access to materials and services.
- g) To provide opportunities for the debate of issues affecting minorities within the community

Practise

Admission

The management will always use its Admission policy as standard practise, which does not permit, sex, race, colour or disability to be used as criteria for admissions.

Registration

Children names should be accurately recorded and pronounced. Children should be encouraged to accept and respect names for other cultures.

Discrimination

All forms of discrimination by any persons within the club are to be treated seriously .a careful note must be kept of such incidents; it should always be made clear to offending individuals that such behaviour is unacceptable.

Children; if there are subsequent incidents, then the manager should be informed and consideration should be given to involving the parents .racist symbols ,badges and insignias on clothing and bags is forbidden in the club .

Staff; the club values diversity amongst the staff .in all staff appointments, the best candidate will be appointed, based upon a strict professional criteria. All staff should be aware of possible culture assumptions and bias within their own attitudes. In order to understand the background and experience of ethnic minority children and to raise expectations of their potential, staffs needs to be aware of the historical and contemporary processes which have caused, and may continue to sub stain, racism. Close liaison with families is beneficial to all concerned.

Language

The club views linguistic diversity positively and staff should be aware of the language and dialect spoken by children and their families. Staff must be conscious of any racist or sexist connotations in the language they themselves use .children and staff must feel that their

language or dialect is valued. They should therefore be allowed to use their home language in the club, but it should never be used to exclude others.

Resources

The club aims is to provide for all children according to their needs, irrespective of sex, ability or ethnic origins.

When ever possible, staff must ensure that the recourses used promote multicultural and non-sexiest images, containing positive images of all groups.

Variety should be evident in the mores, stories and information offered to children. Children should have access to accurate information about similarities and differences between cultural groups.

When selecting materials, staff pay due regards to the sensitivities of all members of the club and do not provide materials that is raciest or sexist in nature. Staffs strive to provide materials that give positive images of ethnic minorities and that challenges stereotypical images of minority group.

All our staff challenges any incidents of prejudice or racism. We record any serious incidents, and draw them to the attention of the manager. The manager will support the work of the staff and encourage them to intervene in a positive way against any occurrence of discrimination.

Monitoring and review

It is the responsibility of the manager to monitor the effectiveness of this Equal Opportunities policy.

The manager does this by:

- a) Monitoring the progress of children of minority groups and comparing it to progress made by other children.
- b) Monitoring the staff recruitment process, so that no one applying for a post at this club is discriminated against.
- c) Requiring the staff to report to the manager on a regular basis on the effectiveness of this policy.
- d) Taking into serious consideration any complaints regarding equal opportunity issues from parents, staff or children.
- e) Monitoring the clubs behaviour and exclusion policy, so those children from minority groups are not unfairly treated.

The role of the manager

A) It is the manager's role to implement the clubs equal opportunities and anti-racist policy.

b) It is the manager's role to ensure that all staff is aware of the clubs policy on equal opportunities, and that staff apply these guide lines fairly in all situations.

c) The manager ensures that the recruitment process gives due regard to this policy, so that no one is discriminated against when it comes to employment or training opportunities.

d) The manager promotes the principle of equal opportunity when developing the planning of the clubs activities, and promotes respect for other people in all aspects of life, for example;

E) The manager treats all incidents of unfair treatment and any racist incidents with due seriousness.

The role of the staff

The staffs ensure that all children are treated fairly, equally and with respect .we does not discriminate against any child.

When selecting club materials, staff pay due regard to the sensitivity of all members of the club and do not provide materials that are racist or sexist in nature. Staffs strive to provide materials that give positive images of minority groups.

All staff challenges any incidents of prejudice or racism. We record any serious incidents, and draw them to the attention of the manager. The manager supports the work of staff and encourages them to intervene in a positive way against any occurrence of discrimination.

Reviewed and updated 28/04/2015