

# Draft Equal Opportunities Policy

## **Statement of policy**

St James' Pre-school aims to offer equal opportunities to both employees and to children within a distinctive Christian ethos.

This policy covers all aspects of employment, from vacancy advertising, recruitment and training, to conditions of service and reasons for termination of employment. Some of these are explicitly addressed below. It also covers the admission of children to the Pre-school (to be read alongside the admissions policy) and its day to day operation including the delivery of the curriculum.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Christian ethos requires that all job descriptions and person specifications reflect the faith commitment of St James' Church and therefore include a genuine occupational requirement (GOR). This ethos works through into the curriculum which includes Christian prayer, use of the Bible and marking of Christian festivals. The Christian ethos also requires that members of other faiths are always accorded proper respect and courtesy.

## **The staffing policy**

### **Vacancy advertising**

Wherever possible, all permanent vacancies for five sessions per week or more will be advertised simultaneously internally and externally.

External advertising will initially be to the congregation of St James' Church, then through other local Christian churches and finally through the local media.

All vacancy advertisements will include an appropriate short statement on equal opportunity making it clear when the post involves a genuine occupational requirement (GOR) which would give preference to a practising Christian.

### **Selection and recruitment**

Selection criteria (job descriptions and person specifications) will be kept under regular review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should be fully conversant with the Pre-school's inclusion policy..

Reasons for selection and rejection of applicants for vacancies must be recorded.

### **Management**

Where members of staff have been appointed in accordance with a GOR they will be expected to meet the occupational requirements throughout their contract.

### **Training**

Racial origins, gender and disability will not be relevant considerations in making decisions about supporting further training.

## **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability (where five sessions or more are worked on a contractual basis).

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be restricted to members of the management committee.

Such records will be analysed regularly, and appropriate follow-up action taken.

## **General**

The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Management Committee. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

## **Inclusion of Children Policy**

### **Aims and objectives**

(To be read in conjunction with the Admissions Policy and the Special Educational Needs Policy)

The Pre-school aims to be an inclusive environment. It actively seeks to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils.

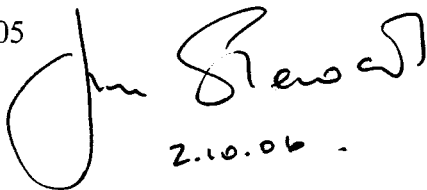
St James' Pre-school is committed to giving all the children every opportunity to achieve the highest of standards. This will be achieved by taking account of pupils' varied faith commitments, life experiences and needs. The Pre-school offers a broad and balanced curriculum and has high expectations for all children. The achievements, attitudes and well-being of all children matter. This policy helps to ensure that the Pre-school promotes the individuality of all the children, irrespective of faith, ethnicity, attainment, age, disability, gender or background.

### **Admissions**

The Pre-school does not give preference to any faith group in its admission policy. Parents would however need to be aware of and happy with the Christian ethos of a pre-school which is part of St James' Church.

In response to the Disability Act 2001, the Management keeps under review ways in which the Pre-school can be made more accessible for disabled children.

January 2005



2.10.06