

Diversity - Equal Opportunities And Inclusion Policy

1. Policy Statement

KidZone will treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. KidZone will be committed to equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs.

Inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the KidZone Manager/Branch Manager / SENCO of the branch. at the earliest opportunity. KidZone will assist in the support and development of its employees by ensuring that everyone has equal access to facilities, opportunities for personal and professional growth, and employment, regardless of race, national or ethnic origin, disability, age, sex, gender, sexual orientation, gender identity, or religion or belief.

This policy seeks not only to adhere to legal obligations, but also to use them to guarantee that The KidZone attempts to set an example of best practice. It is based on the principles of equality and anti-discrimination law.

KidZone promotes diversity and acknowledges that the wide range of backgrounds, experiences, ideas, beliefs, and cultures represented among its workforce tremendously benefits the organization. KidZone recognizes that diversity and uniqueness are essential to the accomplishment and further growth of its business and aspires to embrace diversity in all of its endeavors.

In order for KidZone to become a desirable employer, its People, Pride, and Professionalism values—which serve as the cornerstone of its diversity and equality policy—must be upheld.

All persons working for KidZone and employees are expected to follow this Policy.

2. Aim

The creation of a completely inclusive KidZone is the goal of this policy. This will be accomplished by:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements, aligned with the mission, vision and values of KidZone.
- Making the most of the variety of skills and expertise present in the current and potential workforce
- The KidZone and employees upholding their legal responsibilities

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- Provide a secure environment in which all children can flourish and thrive and in which all contributions are cherished.
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- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities and making reasonable adjustments for children with special educational needs and disabilities
- Working in partnership with parents and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and support learning and development of each individual child

3. Principles

The goals of the diversity and equal opportunity policy are to:

- foster a climate of equality and diversity inside the organization.
- foster a climate of justice, decency, and respect.
- to assist all employees, regardless of their race, ethnicity, nationality, age, disability, sex, gender, sexual orientation, gender identity, or belief.
- to stop all types of unjustified prejudice.
- to address all types of discrimination in a consistent, timely, and efficient manner.

4. Scope

All candidates for work with KidZone, all employees working full- or part-time jobs under permanent or temporary contracts, outsource employees, and free lancers are all subject to the policy.

- to address all types of discrimination in a consistent, timely, and efficient manner;
- to make sure that the Service's culture is influenced and informed by the Diversity and Equality policy.

5. Legislative Framework

This Policy is supported by laws that impose specific obligations on employees, service users, and visitors as well as The Center, including:

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- The UAE Constitution states: 'All persons shall be equal before the law. No discrimination shall be practiced between citizens of the Union by reason of race, nationality, religious belief or social position. ' (UAE Constitution, Article 25).
- UAE Ministry Requirements

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- Human Rights Act 1998
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Equality Act 2010
- Special Educational Needs and Disability Act 2001.

According to the above- mentioned equality laws, it is illegal to:

- discriminate directly against anyone and treat him or her less favorably than others because of a protected characteristic they have or are thought to have (perception unequal treatment), or because they associate with someone who has a protected characteristic (discrimination by association);
- discriminate against someone indirectly by employing standards, rules, or procedures that disproportionately disadvantage those who share protected characteristics.
- subject someone to harassment because of a relevant protected characteristic (marriage, civil partnerships, and the stages of pregnancy and maternity are not protected);
- victimize someone because they have made, or plan to make, a claim or allegation, or because they have provided, or plan to provide evidence in support of, a claim of discrimination.
- Discriminate against someone after the working relationship has ended based on a protected characteristic in specific situations.

6. Curriculum

Links to The Early Years Foundation Stage statutory framework EYFS key themes and commitments:

A Unique Child	1.2 Inclusive Practice
	1.3 Keeping Safe
Positive Relationships	2.3 Supporting Learning
	2.4 Key person
Enabling Environments	3.2 Supporting Every Child
Learning and Development	4.4 Areas of Learning and Development

Early learning framework

Early learning opportunities offered in the KidZone focuses on learning and development of each child as per needs and abilities. KidZone encourages children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

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- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Helping children to use expressive language in a productive way to resolve issues
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made
- Following KidZone Special Educational Needs processes for early identification and intervention
- Working in partnership with external agency and with parents, for the best possible outcome for the child.

6. Definitions

Equal Opportunities

The idea of equal opportunities stresses that everyone has access to opportunities in job, education, and other sectors. In instance, equal opportunities is related to a legal framework that prohibits discrimination against persons based on a protected feature they possess.

Diversity

Diversity is a more comprehensive idea that advances the gains earned by equal opportunity. Everyone is unique, and diversity is about appreciating the distinctions that each of us brings to the workplace.

Diversity and equal chances go hand in hand since they both value, learn from, and profit from the various cultural backgrounds of our personnel and society as a whole.

Direct Discrimination

Direct discrimination occurs when one person is given preferential treatment over another due to the possession of a protected feature.

Discrimination by association

Someone is being treated unfairly because they associate with someone who has a protected feature.

Perception discrimination

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This is direct discrimination against a person because other people believe they have a protected feature. Even if the subject does not genuinely possess the protected attribute, it nevertheless applies.

Indirect Discrimination

When a rule, criterion, or practice is followed consistently but has the unintended consequence of harming those who share a protected feature, it is considered indirect discrimination.

Harassment

A protected trait is the subject of unwelcome and undesired behavior known as harassment, which intimidates or degrades the victim.

Victimisation

Victimization occurs when someone is treated less favorably as a result of complaining about discrimination or harassment or providing supporting information in support of a complaint.

7. Responsibilities

KidZone

KidZone must legally show that it treats all employee categories similarly in terms of hiring and firing decisions. This includes fostering positive connections among various staff groupings and ensuring equality of opportunity.

To achieve this KidZone will:

- collect details on the personnel profile and hiring procedures used by our company; Ask staff for suggestions on how to make our services and hiring procedures better.
- Evaluate the effects of planned and present employment policies, practices, and services
- Establish priority and equity goals.
- The Management will support the execution of action plans and track progress throughout the Equality Impact Assessment process.

As a result, KidZone will be able to boost staff retention, accomplish its goal of a healthy work-life balance for all employees, and avoid underutilizing some employees.

There will be no discrimination against employees or job seekers based on their race, national or ethnic origin, religion or belief, sex, gender, sexual orientation, gender identity or expression, disability, or age

KidZone Manager and Branch Manager

- will take steps to ensure that all employees within The Service obtain the proper diversity and equality training.
- will swiftly and completely investigate any claims of discrimination, harassment, and inappropriate behavior.

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- make sure that the processes for hiring, selecting, and appointing employees, as well as for performance evaluation and disciplinary objections, are fair, open, and consistently applied.
- will gather and keep track of diversity and equality data, and the results of such monitoring will be published.
- will guarantee that all employees are treated equally and consistently during the selection and appointment processes, performance management procedures, staff development opportunities, and disciplinary and grievance procedures.
- shall consider all requests for flexible working arrangements fairly and equitably, and where such requests must be denied, will give justifiable and convincing justifications.
- Will see to it that concerns of diversity and equality are considered during the planning stages of The Center.

KidZone Manager and Branch manager are named persons who co-ordinate our Equality and Diversity policies and procedures.

SENCO of the branch coordinates for early intervention and support for children with developmental delays and additional needs by following KidZone SEN processes.

KidZone has tie-up with a specialist center- 'Cambridge for Family Counselling and Training Center' to work in coordination with professionals.

All Staff

- All members of staff will be committed to the equal opportunities and inclusive practice set out in this policy. All staff will:
- make certain that the guiding concepts of this policy are incorporated into all other KidZone policies and procedures.
- All KidZone members must always conduct themselves in a non-discriminatory manner and with respect, decency, and dignity.
- Employees are subject to legal obligations as well, so KidZone anticipates that all employees, outsources, and Free lancers personnel will conduct themselves in line with this Policy when conducting business on KidZone behalf.
- Every service user and coworker should be treated fairly and with respect by staff.
- All employees should perform their duties to the highest standard, which entails making every effort to cater to the unique needs of each service user and cooperating with coworkers in a positive manner
- Every employee should feel empowered to advance their careers and actively participate in the organization because they are a vital element of every team.
- Staff members should actively promote nondiscriminatory behavior and report any instances of behavior that violates this policy.
- All employees should complete the necessary diversity and equality training.

8. Application of the Policy

Admission

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The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy. We are non-selective. The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment and Selection

- KidZone commitment to diversity and equality will be reflected in recruitment advertising that encourages applications from all segments of the community.
- Recruitment advertising will also appear in publications targeted at audiences that can provide the best applicants.
- Shortlisting, appointment, and rejection decisions shall be transparent, justifiable, and backed by written remarks.
- Job descriptions, person specifications, and recruitment advertisements will be produced based on the necessary and justifiable requirements of the position.

Grading and Promotion

All grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

Staff Development

All employees will have equal access to facilities for personal and professional growth, as well as possibilities for induction.

Performance Management

Probation and performance management procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Objection

- Complaint and disciplinary processes will be handled equally and openly to all employees;
- Complaints of harassment, discrimination, or other inappropriate behavior shall be handled in accordance with the proper disciplinary procedures for workers.

Training

KidZone recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff members receive induction training including specific reference to the inclusion and equality policy by KidZone manager and branch managers. The nursery will strive towards the provision of inclusion, equality and diversity training at least on an annual basis.

9. SEN Processes:

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SEN processes are developed with an intention to provide the best possible support / provisions to children with additional needs or developmental delays to help them achieve learning goals. The goal is to identify and intervene early so the support can be provided at the earliest.

Should key persons suspect that any child is showing any developmental delay or has additional needs, concerned keyperson will inform SENCO of the setting at the earliest and following steps will be taken.

STEPS:

1. Detailed observations of the child by the key person within first 15 days of attendance of the child to the nursery or as needed.
2. Detailed Observation by the SENCO (Special Education Needs Coordinator) of the nursery post key persons observation of the child.
3. Detailed observation by the specialist.
4. TAC (Team Around the Child) meeting between parents, Key person of child, SENCO and specialist to share information aided by evidence
5. Start of therapy sessions by specialist within the setting (upon agreement by parents)
6. Development of IEP within 15 days of start of therapy sessions
7. TAC meeting- sharing and agreeing on IEP goals and support/provisions between child's keyperson, specialist, parents and SENCO
8. TAC progress review meetings between child's keyperson, specialist, parents and SENCO to share achievements and plan and agree upon id any alteration in support/provision needed.

RELATED FORMS: Child Observation Form
TAC Meeting Form
Consent Form-Parents
IEP

10. Policy Review

This policy will be reviewed frequently to make sure it is still in compliance with the law and the organizational tenets of KidZone

Reviewed by: Jaya Mishra

Date: 15.07.2024

Approved by: Anoud Fahad

Date: 18.07.2024