



## **Admissions, Inclusion and Equality Policy**

(This policy is set out to conform to the following: SEND code of practice 2014, Disability Discrimination Act 2005, Equality Act 2010, Children & Families Act 2014, Childcare Act 2006, Children Act 2004, and The 2015 Counter Terrorism Act).

### **Admissions**

The Wendy House is open to every family in the community and we base our Admissions on a fair system. We advertise our services widely to encourage maximum participation of all community groups. We do not discriminate against any child and where possible will facilitate places for all children. We aim to fully support all transition phases and understand that different children and their families will need different levels of support to achieve smooth transitions.

### **Early Years Funding**

The Wendy House participates in the 3 and 4 year olds funded early education scheme, implemented by Cambridgeshire County Council. In line with the provider agreement, The Wendy House will set a number of funded places within the Nursery and the time at which they are available. For children who receive Early Years Funding, The Wendy House will describe the provision of care and learning it offers and the additional charges, which it makes as part of the Company's services, though these do not constitute a provision of the funding. The Wendy House will also provide information on any additional hours that may be required and how the funding will be applied to your Nursery fees throughout the duration of the school term/year.

Additional charges are made for meals and snacks as well as Forest School and Physical Education sessions and additional staffing costs.

### **Equality & Inclusion**

#### **Access**

The Wendy House Day Nursery operates from two single storey converted stable buildings. The setting has wheelchair access into the Willow Barn, main Nursery area and into the reception area. All areas within the Nursery are fully accessible to all.

#### **Employment/Staff**

The Wendy House Day Nursery Ltd will appoint the person considered best for each job and will treat fairly all applicants for jobs and those appointed. No applicant will be rejected on grounds of age, gender, sexuality, class, family status, disability, colour, ethnic origin, culture, religion or belief Pregnancy and Maternity. All staff employed will receive comprehensive induction training and further training and development opportunities as identified during regular supervisions and appraisals. We always ensure that staff are confident and fully trained to meet the individual needs of all the children in our setting. Commitment to implementing the Nursery's Admissions, Inclusion and Equality Policy will form part of the job description for all workers.

The Nursery's Special Educational Needs & Disabilities Coordinator (SENDCO) is **Lisa Wiltshire & Michelle Gore**.

The SENDco coordinates the provision for children with SEND within the setting, works in partnership with parents, staff and external agencies and ensures appropriate record keeping procedures are in place.

The Nursery's Equalities Named Coordinator's (ENco) are **Lauren Dunn and Kerry Danaher**.

The ENco coordinates the development of equalities provision throughout the setting and works in partnership with the staff and management of the setting to achieve this.

### **Families**

The staff at The Wendy House Day Nursery recognise that many different types of families successfully love and care for their children. A flexible payment system is provided to accommodate families with differing means.

### **Language**

Information, written and spoken, will be clearly communicated in as many languages as necessary. Bilingual/Multilingual children and adults are an asset to the Nursery and they will be valued and their languages recognised and respected and encouraged.

### **The Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play 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 follow the Early Years Foundation Stage which enables the children to develop, become aware of their surroundings and more independent through carefully selected resources, activities and equipment. The Nursery has access to a secure Outdoor Play Area that is well equipped, provides shelter from the weather and is accessible for all.

### **Fancy Dress and Role-Play costumes**

Whilst The Wendy House encourages children to attend Nursery in fancy dress for parties and special occasions, we must insist that any outfits are appropriate for the Nursery environment and relevant to the children's particular interests.

We will not accept any children into the Nursery wearing outfits that could be portrayed as discriminatory or have political or religious connotations.

### **Resources**

These will be chosen to give 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 their respect for other people, by avoiding stereotypes and derogatory pictures or messages about any group of people.

### **Special Education Needs and Disability**

The Wendy House Day Nursery recognises the wide range of special education needs and disabilities of children and families in their community and will provide care to meet these needs where possible (see SEND policy). The Wendy House Day Nursery understands the need to ensure smooth transition to the setting and will therefore liaise with parents on the best-suited induction period for the child.

The Nursery's SEND Named Coordinator is **Lisa Wiltshire**.

## **Discriminating Behaviour or Remarks**

The Wendy House is opposed to all forms of prejudice and will take action against discriminatory behaviour (including that of staff, parents/carers, children and any visitors to our setting).

The setting aims to foster a culture where prejudice related incidents are proactively dealt with and reported. We will follow the guidance in the ENco handbook regarding prejudice related incidents.

We keep a record of prejudice-related incidents and feedback anonymous date to the local authority.

## **Promoting British Values**

Schools and registered childcare providers should promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different beliefs and faiths.

## **Closing the Gap**

We aim to identify the vulnerable and underachieving groups within our setting and include strategies to close the gap in achievement between underachieving groups of children and others. Please refer to the Narrowing the Gap data contained within the ENco file and a list of the vulnerable groups.

## **Food**

All medical, cultural and dietary needs will be met within the Nursery. All food is prepared everyday, with fresh ingredients being used. All food handlers have a basic food hygiene certificate.

The Nursery fully conforms to the Food Information for Consumers Regulation (EU FIC) that came into effect 14<sup>th</sup> December 2014. All food, menus and recipes are clearly labelled as directed to ensure that all allergens are clearly identified.

## **Equality Act 2010**

At The Wendy House Day Nursery we acknowledge our commitment to the specific duties under the Equality Act 2010. We publish equalities information about our setting in our Policies and Procedures, these are all available to parents/carers.

We strongly believe in and uphold Cambridge County Council's equality pledge (below):

***"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes from difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive".***