



The Cabin Crew Out of School Club Equalities and Additional Needs Policy

At The Cabin Crew Out of School Club we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

To achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- ensure that its services are available to all parents/carers and children in the local community.
- ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
- work to fulfil all the legal requirements of the Equality Act 2010.
- monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

At The Cabin Crew we offer quality before, after school and holiday care by qualified and experienced staff. We achieve this by:

- All staff and volunteers are DBS checked.
- Training is regularly updated. Permanent staff have Paediatric First Aid, Safeguarding and Food Safety qualifications.
- Training needs are identified and addressed to keep staff updated on current practice and procedures.
- Ratios are maintained on a 1 – 8 basis, which is above nationally required guidelines.
- Our building is fully accessible. For example, rooms are maintained on one level, we have wide doors, low level food service counter, hearing loops, accessible toilet with shower facility.
- We respect and promote British Values within the club. These are defined as democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. We promote these values by encouraging the children to participate in developing the club values and deciding on activities, expecting good manners and fair play between children and staff and ensuring children have the right to say 'no' and be respected for their choices.

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

Racial harassment

The Club will not tolerate any form of racial harassment. The Club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the Club, from staff and from any other adults on Club premises.

Promoting Equal Opportunities

The Club's Equal Opportunities Named Coordinator (ENCO) is Heather Osborn.

The ENCO is responsible for ensuring that:

- staff receive relevant and appropriate training.
- the Equalities policy is consistent with current legislation and guidance.
- appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Employment

- Applicants are welcome from all backgrounds and posts are open to all.
- Posts are advertised and all applicants are judged against explicit and fair criteria.
- The applicant who best meets the criteria is offered the post, subject to references and DBS checks.

Children with Additional Needs

Our Club recognises that some children have additional needs that require particular support and assistance, and is committed to ensuring the inclusion of all children in our care. We believe that children with additional needs have a right to play, learn and develop their full potential alongside their peers. We will assess the individual needs of each child in consultation with their parents/carers prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. We work within the SEND(Special Educational Needs and Disability) Code of Practice 2014.

Where an enhanced ratio or one-to-one support is required, we will assist parents in accessing the funding required to provide the additional care.

***The Cabin Crews' Special Educational Needs Coordinator (SENCO) – Joy Hard
Special Educational Needs Deputy – Linda Flude.***

The SENCO/Deputy will:

- manage the provision for children with additional needs.
- work alongside the Manager to ensure that all staff are aware of current legislation, regulations and guidance relating to SEND.
- ensure that the provision for children with additional needs is the responsibility of all members of the Club.
- be fully trained and experienced in the care and assessment of such children.
- provide support for speech, language and communication needs, such as with the use of visual timetables or PECs.

The Cabin Crew will:

- ensure planning of activities is fully inclusive, and takes account of the particular strengths and interests of **all** children attending the Club.

- encourage independence and promote free choice, for example during snack time or craft activities and through allowing the children to adapt the environment during their play.
- ensure that our inclusive admissions practice ensures equality of access and opportunity.
- work closely with the parents of children with additional needs to create and maintain a positive partnership.
- ensure that parents/carers are informed at all stages of the assessment, planning, provision and review of their children's care.
- encourage the involvement of children with additional needs in all aspects of decision making or assessment.
- signpost parents/carers to outside agencies for independent advice and support.
- liaise with other professionals involved with children with additional needs and their families, including in connection with other settings and schools.
- keep records of the assessment, planning, provision and review for children with additional educational needs.
- provide in-service training for staff and volunteers as appropriate for the children attending the club e.g. Makaton training.
- provide a complaints procedure.
- monitor and review our policy annually.

Further Guidance

- Issues in Earlier Intervention: Identifying and Supporting Children with Additional Needs (DCSF 2010)
- Early Years Foundation Stage and the Disability Discrimination Act (DCSF 2010)
- The Team around the Child (TAC) and the Lead Professional: A Guide for Managers (CWDC 2009)
- The Common Assessment Framework for Children and Young People: A Guide for Managers (CWDC 2009)
- Additional Educational Needs Code of Practice (DfES 2001)
- Part 3 of the Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- The Education Act 1996
- Learning and Skills 2000
- The Equality Act 2010
- The SEND Code of Practice 2014
- The mental Capacity Act Code of Practice: Protecting the Vulnerable 2005
- Working Together to Safeguard Children 2013.

This policy was adopted by The Cabin Crew Out of School Club.	Date: November 2014
To be reviewed: Annually	Signed: <i>Heather Osborn</i>
Name of signatory: Heather Osborn	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:
Safeguarding and Welfare requirements: Equal opportunities [3.67], Information for parents and carers [3.73], Child Protection [3.7].