



Equal Opportunitites Policy

Wales: NMS
16.1 - 16.3

Statement of intent

At Wibli Wobli Nursery we take great care to 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. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our 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 nursery manager at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The legal framework for this policy is based on:

- Equality Act 2010
- Children Act 2004
- Care Standards Act 2002
- Childcare Act 2006
- Special Educational Needs and Disability Act 2001
- Special Education Needs Code of Practice for Wales 2004¹.

The nursery and staff are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training

¹ Latest information from the ALN transformation programme: Until the Act comes into force, local authorities must ensure that they comply with the duties placed upon them by the Education Act 1996 and the SEN Code of Practice for Wales <https://gov.wales/about/cabinet/cabinetstatements/2018/alntransformationleads/?lang=en>



- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- Making reasonable adjustments for children with special educational needs and disabilities
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families
- Providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

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

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate on the grounds specified in the statement of intent.



Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Under the Equality Act 2010 you can only ask questions relating to health or disability prior to offering someone employment in the following circumstances:

- You need to establish whether the applicant will be able to comply with a requirement to undergo an assessment (i.e. an interview or selection test)
- You need to establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned
- You want to monitor diversity in the range of people applying for work
- You want to take positive action towards a particular group – for example offering a guaranteed interview scheme
- You require someone with a particular disability because of an occupational requirement for the job.

The national College for Teaching and Leadership provides further guidance specific to working with children:

Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.

People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.

Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions, but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.

Staff

It is the policy of Wibli Wobli Nursery not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and



other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff will follow the 'Dealing with Discriminatory Behaviour' policy where applicable to report any discriminatory behaviours observed.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to the inclusion and equality policy. The nursery will strive towards the provision of inclusion, equality and diversity training for all staff on a regular basis.

Early learning framework

Early learning opportunities offered in the nursery encourage 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:

- 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 religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- 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
- Ensuring the medical, cultural and dietary needs of children are met
- Helping children to learn about a range of food and cultural approaches to meal times and to respect the differences among them
- Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development
- Helping children to learn about a range of food and cultural approaches to meal times and to respect the differences among them.



Information and meetings

Information about the nursery, its activities and their children’s development will be given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

Wherever possible, meetings will be arranged to give all families options to attend and contribute their ideas about the running of the nursery.

This policy was adopted on	Signed on behalf of the nursery <small>DocuSigned by:</small>	Date for review
[13/10/2023]	M. Neerews	[13/10/2024]

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Polisi Cyfle Cyfartal

Cymru: SGC
16.1 - 16.3

Datganiad o fwriad

Ym Meithrinfa Wibli Wobli rydym yn cymryd gofal mawr i drin pob unigolyn fel person unigol, gyda hawliau a chyfrifoldebau cyfartal i unrhyw unigolyn arall, boed hynny'n oedolyn neu'n blentyn. Rydym yn ymroddedig i ddarparu cydraddoldeb o ran cyfleoedd ac ymarfer gwrth-wahaniaethol ar gyfer pob plentyn a theuluoedd yn ôl eu hanghenion unigol. Nid oes lle yn ein meithrinfa hon i wahaniaethu ar sail rhywedd, oed, hil, crefydd neu gred, priodas neu bartneriaeth sifil, anabledd, cyfeiriadedd rhywiol, ailbennu rhywedd, beichiogrwydd neu famolaeth, tarddiad ethnig neu genedlaethol, neu gred wleidyddol.

Bydd ymrwymiad i weithredu ein polisi cynhwysiad a chydraddoldeb yn ffurfio rhan o ddisgrifiad swydd pob gweithiwr cyflogedig. Os bydd gan unrhyw berson le i gredu nad yw'r polisi hwn yn cael ei gynnal, mae'n ddyletswydd arnynt i ddwyn y mater i sylw rheolwr y feithrinfa cyn gynted ag y bo modd. Yna bydd camau priodol yn cael eu cymryd i archwilio'r mater ac os bydd sail ddigonol i'r mater, bydd camau disgyblu yn cael eu cymryd dan bolisi disgyblu'r feithrinfa.

Mae'r fframwaith cyfreithiol ar gyfer y polisi hwn yn seiliedig ar:

- Ddeddf Cydraddoldeb 2010
- Deddf Plant 2004
- Deddf Safonau Gofal 2002
- Deddf Gofal Plant 2006
- Deddf Anghenion Addysgol Arbennig ac Anabledd 2001
- Cod Ymarfer Anghenion Addysgol Arbennig Cymru 2004².

Mae'r feithrinfa a'r staff yn ymroddedig i:

- Recriwtio, dethol, hyfforddi a hyrwyddo unigolion ar sail gofynion sgiliau galwedigaethol. O ran hyn, bydd y feithrinfa yn sicrhau na fydd yr un ymgeisydd swydd neu weithiwr cyflogedig yn cael eu trin yn llai ffafriol oherwydd eu hoed, rhywedd, ailbennu rhywedd, anabledd, priodas neu bartneriaeth sifil, hil, crefydd neu gred, cyfeiriadedd rhywiol a beichiogrwydd neu famolaeth na ellir ei gyfiawnhau fel rhywbeth sy'n hanfodol iddynt fedru perfformio eu gwaith neu hyfforddiant mewn modd diogel ac effeithiol

² Y wybodaeth ddiweddaraf gan y rhaglen trawsffurfio ADY:

Hyd nes y daw'r Ddeddf i rym, rhaid i awdurdodau lleol sicrhau eu bod yn parhau i gydymffurfio â'r dyletswyddau a osodir arnynt gan Ddeddf Addysg 1996 a Chod Ymarfer AAA Cymru.



- Darparu gofal plant, ble bynnag y bo hynny'n bosib, i blant a allai fod ag anawsterau dysgu a/neu anabledau neu a ystyrir i fod dan anfantais oherwydd eu hamgylchiadau unigol, a gallu'r feithrinfa i ddarparu'r safon gofal angenrheidiol
- Gwneud addasiadau rhesymol ar gyfer plant sydd ag anghenion addysgol arbennig ac anabledau
- Ymdrechu i hyrwyddo mynediad cyfartal at wasanaethau a phrosiectau drwy gymryd camau ymarferol, (ble bynnag y bo hynny'n bosib ac yn ymarferol), megis sicrhau mynediad i bobl sydd ag anghenion ychwanegol drwy gynhyrchu deunyddiau mewn ieithoedd a chyfryngau perthnasol ar gyfer pob plentyn a'u teuluoedd
- Darparu amgylchedd diogel ble gall pob un o'n plant ffynnu a ble mae pob cyfraniad yn cael ei werthfawrogi
- Cynnwys a rhoi gwerth ar gyfraniad pob teulu i'n dealltwriaeth o gydraddoldeb, cynhwysiad ac
- Darparu gwybodaeth bositif sy'n an-ystrydebol
- Gwella'n barhaus ein gwybodaeth a'n dealltwriaeth ynghylch materion sy'n ymwneud â chydraddoldeb, cynhwysiad ac amrywiaeth
- Adolygu, monitro a gwerthuso effeithiolrwydd ymarfer cynhwysol yn barhaus i sicrhau eu bod yn hyrwyddo ac yn gwerthfawrogi amrywiaeth a gwahaniaeth a bod y polisi yn effeithiol a'r ymarfer yn anwahaniaethol
- Gwneud cynhwysiad yn edefyn, sy'n rhedeg drwy'r holl feithrinfa, er enghraifft, drwy annog modelau rôl positif drwy'r defnydd o deganau, chwarae a gweithgareddau dychmygus, hyrwyddo delweddau ac iaith an-ystrydebol a thrwy herio pob ymddygiad gwahaniaethol (gweler y polisi Delio ag Ymddygiad Gwahaniaethol).

Derbyniadau/darparu gwasanaeth

Mae'r feithrinfa yn hygyrch i bob plentyn a'u teuluoedd yn y gymuned leol a thu hwnt drwy bolisi derbyn cynhwysfawr a chynhwysol.

Bydd y feithrinfa yn ymdrechu i sicrhau bod pob gwasanaeth a phrosiect yn hygyrch ac yn berthnasol i bob grŵp ac unigolyn yn y gymuned yn y grwpiau oed a dargedir.

Recriwtio

Bydd recriwtio, hyrwyddo a phrosesau dethol eraill megis dethol ar gyfer diswyddo yn digwydd ar sail teilyngdod, a chan ddefnyddio meini prawf gwrthrychol sy'n osgoi gwahaniaethu. Os yw'n bosib, dylai mwy nag un person fod yn gyfrifol am lunio rhestr fer.

Bydd holl aelodau'r grŵp dethol yn ymroddedig i'r ymarfer cynhwysol a nodir yn y polisi hwn a byddent wedi derbyn hyfforddiant priodol yn hyn o beth.

Bydd ffurflenni cais yn cael eu danfon allan ynghyd â chopi o'r ffurflen monitro cyfleoedd cyfartal. Ni fydd ffurflenni cais yn cynnwys cwestiynau a allai wahaniaethu yn erbyn y seiliau a nodir yn y datganiad o friad.



Yn gyffredinol, dylid hysbysebu swyddi gwag i ystod eang o'r farchnad lafur. Dylai hysbysebion osgoi stereoteipio na defnyddio geiriad a allai atal grwpiau penodol rhag ymgeisio.

Yn ystod y cyfweiliad, ni fydd unrhyw gwestiynau yn cael eu gofyn a allai wahaniaethu o bosib yn erbyn y sail a nodir yn y datganiad o fwriad. Bydd yr un cwestiynau yn cael eu gofyn i bob ymgeisydd, ac ni fydd aelodau o'r grŵp dethol yn cael cyflwyno na defnyddio unrhyw wybodaeth bersonol a gafwyd am yr ymgeiswyr y tu hwnt i'r broses ddethol. Bydd ymgeiswyr yn cael cyfle llawn i dderbyn adborth ynglŷn â pham na fuont yn llwyddiannus.

Dan Ddeddf Cydraddoldeb 2010 y gallwch ofyn cwestiynau sy'n ymwneud ag iechyd neu anabledd cyn cynnig swydd i berson dan yr amgylchiadau canlyno yn unig:

- Mae angen ichi sefydlu a fydd modd i'r ymgeisydd gydymffurfio â gofyniad i gael eu hasesu (h.y. cyfweiliad neu brawf dethol)
- Mae angen ichi sefydlu a fydd modd i'r ymgeisydd gyflawni dyletswydd sy'n hanfodol i'r gwaith dan sylw
- Rydych am fonitro amrywiaeth yn yr ystod o bobl sy'n ceisio am waith
- Rydych am gymryd camau positif mewn perthynas â grŵp penodol o bobl – er enghraifft cynnig cynllun cyfweiliad gwarantedig
- Rydych am gyflogi person sydd ag anabledd penodol oherwydd gofyniad galwedigaethol y swydd.

Mae'r *National College for Teaching and Leadership* yn darparu canllawiau pellach sy'n benodol ar gyfer gweithio gyda phlant:

Mae gan ddarparwyr gyfrifoldeb i sicrhau bod ymarferwyr yn iach a bod ganddynt y gallu corfforol i ddysgu ac na fydd plant a phobl ifanc mewn perygl o ddioddef niwed. Mae'r gweithgareddau y mae'n rhaid i ymarferwr fedru eu perfformio wedi eu nodi yn Rheolaethau Addysg (Safonau Iechyd Lloegr) 2003. Mae darparwyr yn gyfrifol am sicrhau mai dim ond ymarferwyr sydd â'r gallu i ddysgu sydd i barhau ar dîm y staff.

Mae'n bosib bod gan bobl sydd ag anableddau neu salwch cronig y gallu i ddysgu, fel y gall pobl heb anableddau neu gyflyrau meddygol fod yn anaddas i ddysgu. Mae rhagor o wybodaeth am hyfforddi i ddysgu gydag anabledd ar gael ar wefan yr Adran Addysg .

Mae modd gofyn i ymgeiswyr llwyddiannus sy'n cael cynnig swydd lenwi holiadur ffitrwydd cyn dechrau ar y rhaglen. Ni ddylai darparwyr ofyn cwestiynau iechyd sy'n cwmpasu popeth, ond dylent sicrhau eu bod dim ond yn gofyn cwestiynau wedi'u targedu a rhai perthnasol sy'n ymwneud ag iechyd sy'n hanfodol i sicrhau bod person yn gallu dysgu.



Staff

Mae'n bolisi gan Feithrinfa Wibli Wobli i beidio â gwahaniaethu yn y modd maent yn trin unigolion. Disgwylir i bob aelod o staff gydymffurfio â gweithredu, monitro a gwella'r polisi hwn a pholisïau eraill. Disgwylir i bob staff herio iaith, gweithredoedd, ymddygiad ac agweddau sy'n ormesol neu'n wahaniaethol ar y sail a nodir yn y polisi hwn ac i adnabod a dathlu diwylliannau a thraddodiadau eraill. Disgwylir i bob staff gymryd rhan mewn hyfforddiant cydraddoldeb a chynhwysiad.

Mae staff i ddilyn y polisi 'Deilio ag Ymddygiad Gwahaniaethol' pan fo'n briodol i adrodd am unrhyw ymddygiad gwahaniaethol a welwyd.

Hyfforddiant

Mae'r feithrinfa yn adnabod pwysigrwydd hyfforddiant fel ffactor allweddol wrth weithredu polisi cynhwysiad a chydaddoldeb effeithiol. Bydd pob staff newydd yn derbyn hyfforddiant sefydlu gan gynnwys cyfeiriad penodol at y polisi cynhwysiad a chydaddoldeb. Bydd y feithrinfa yn ymdrechu i ddarparu hyfforddiant cynhwysiad, cydraddoldeb ac amrywiaeth yn rheolaidd.

Fframwaith addysg gynnar

Mae cyfleoedd addysg gynnar sydd ar gael yn y feithrinfa yn annog plant i ddatblygu agweddau positif tuag at bobl sy'n wahanol iddyn nhw. Mae'n annog plant i fod ag empathi tuag at eraill ac i ddechrau datblygu sgiliau meddwl yn feirniadol.

Rydym yn gwneud hyn drwy:

- Wneud i blant deimlo'n dda amdanynt eu hunain a'u bod yn cael eu gwerthfawrogi
- Sicrhau bod gan bob plentyn fynediad cyfartal at gyfleoedd addysg gynnar a chwarae
- Adlewyrchu'r ystod ehangaf posib o gymunedau yn y dewis o adnoddau
- Osgoi delweddau ystrydebol neu ddifriol wrth ddethol deunyddiau
- Cydnabod a dathlu ystod eang o grefyddau, credoau a gwyliau
- Creu amgylchedd ble mae parch ac empathi rhwng pawb
- Helpu plant i ddeall bod ymddygiad a sylwadau gwahaniaethol yn annerbyniol
- Sicrhau bod pob cyfle blynyddoedd cynnar sy'n cael eu cynnig yn cynnwys plant sydd ag anawsterau dysgu a/neu anabledau a phlant o gefndiroedd sydd dan anfantais
- Sicrhau bod plant sydd ag iaith arall heblaw Cymraeg neu Saesneg fel iaith gyntaf yn cael mynediad llawn at gyfleoedd addysg gynnar a'u bod yn cael eu cefnogi yn eu dysgu
- Gweithio mewn partneriaeth gyda theuluoedd i sicrhau eu bod yn deall y polisi a herio unrhyw sylwadau gwahaniaethol sy'n cael eu gwneud
- Sicrhau bod anghenion meddygol, diwylliannol a dietegol plant yn cael eu diwallu
- Helpu plant i ddysgu am ystod o fwydydd ac agweddau diwylliannol tuag at brydau ac i barchu'r gwahaniaethau sydd rhyngddynt
- Adnabod person allweddol ar gyfer pob plentyn fydd yn arsylwi, yn asesu, a chynllunio ar gyfer dysgu a datblygiad y plant
- Helpu plant i ddysgu am ystod o fwydydd ac agweddau diwylliannol tuag at fwyd ac i barchu'r gwahaniaethau rhyngddynt.

**Gwybodaeth a chyfarfodydd**

Bydd gwybodaeth ynghylch y feithrinfa, ei gweithgareddau a datblygiad y plentyn yn cael ei rhannu mewn sawl ffordd yn ôl anghenion unigol (ysgrifenedig, llafar ac wedi ei gyfieithu), i sicrhau bod rhieni yn cael mynediad at y wybodaeth sydd ei hangen arnynt.

Ble bynnag y bo hynny'n bosib, bydd cyfarfodydd yn cael eu trefnu i roi cyfle i bob teulu fynychu ac i gyfrannu eu syniadau ynglŷn â rhedeg y feithrinfa.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygu
[Rhwyf y 2024 diad]	<small>DocuSigned by:</small> M. News	[Rhwyf y 2024 diad]

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