



# Open minds campus

Reviewed annually

A community of self-directed learners

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Gauteng 1684

## Equal Opportunities Policy

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Open Minds Campus prides itself in providing equal opportunities for all its employees and children regardless of disability, religion, culture, gender, ethnic origin, race or socio-economic status.

### This policy aims to:

- Offer equal opportunities regardless of disability, religion, culture, gender, ethnic origin, race, or socio-economic status.
- Provide an environment free from social, sexual, or cultural prejudice for all members of our school community.
- Achieve an environment in which members of the school community can be respected as individuals and in which the varied experiences of the community can enrich the life of the school.

## Implementation and Practice:

### Admissions

The provisions of this admission policy are subject to applicants meeting the requirements of the Constitution of the Republic of South Africa and all applicable legislation, including the stipulations of the South African Schools Act 84 of 1996.

- Class numbers are limited to 15 learners per facilitator or 20 learners per facilitator and Assistant.
- The school reserves the right of refusal of enrolment of a child with learning or physical disabilities, should it be deemed that it would not be in said child's best interest to be enrolled, or that the enrolment of such child might be to the detriment of current learners.
- Preference will be given to siblings, except where it is not in the best interest of the child.
- Open Minds Campus is open to all members of the community.
- We base our admissions on a first come first served basis.
- We do not discriminate against a child or their family, or prevent entry to our setting, based on their gender, race, religion, marital status, ethnicity, nationality, political belief, and/or disability.
- A waiting list is used to fill available places.
- Families joining the school are made aware of our Equal Opportunities Policy.

## Employment

In any selection process that we use within our school, whether we're selecting interviewees for job opportunities, offering jobs, identifying individuals for promotion, or considering other opportunities or necessities (like redundancy situations), we will apply a rigorous & objective selection process using non-discriminatory criteria, as far as possible.

All job adverts and opportunity announcements must be:

- Discussed with and signed off by the Principal, one of whose responsibilities is to ensure that any advert is compliant with this policy.
- Worded to encourage, as far as possible and reasonable, applications from individuals of all characteristics to apply – or, at the very least, so as not to discourage any individuals with protected characteristics from applying.

If you are involved in interviewing and or any other part of our recruitment process, you must never ask a job applicant about their health, ~~attendance record~~, or whether they have a disability before making a job offer to them (except in very limited circumstances).

You can ask someone if they have any particular needs or requirements with which you can assist if they are coming to meet you for an interview. In certain limited cases, it may also be permitted to make a job offer conditional on a successful medical examination.

During interviews or other interactions with candidates for a role, you must not ask anything that might infer a bias against any candidate with one or more protected characteristics. So, for example, asking a candidate if they are married or intend to have children (or any more children), are strictly no-go zones.

It is imperative that the candidates do not have a criminal record, and do not appear on the sexual offender's child protection registries as this is a legal requirement when working with children and the school is legally required to request consent to perform checks in this regard and if this request is refused the candidate will not be considered for the position.

## Training

- We seek out training opportunities for staff and volunteers to enable them to develop anti- discriminatory and inclusive practices, which enable all children to flourish.
- We ensure that staff are confident and fully trained in administering relevant medicines and performing invasive care procedures when these are required in an emergency.
- We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion.

## Curriculum

We strive to incorporate equal opportunities, diversity, and inclusion within the Open Minds Campus curriculum. We do this by:

- Making children feel valued and good about themselves;
- Ensuring that children have equality of access to learning;
- Making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities;
- Positively reflecting the widest possible range of communities in the choice of resources;
- Avoiding stereotypes or derogatory images in the selection of books or other visual materials;
- Educate on a wide range of festivals;
- Creating an environment of mutual respect and tolerance;
- Differentiating the curriculum to meet children's educational needs, where possible;
- Helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.

## Language

- Open Minds Campus is an English medium School.
- We strive to ensure that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Bilingual/multilingual children and adults are an asset to our school. They will be valued, and their languages recognised and respected.
- In terms of the new Constitution of the Republic of South Africa, the government, and thus the Department of Education, recognises that our cultural diversity is a valuable national asset and hence is tasked, amongst other things, to promote multilingualism, the development of the official languages, and respect for all languages used in the country.
- No learner may be discriminated against or punished for expressing her/himself in a language that is not the primary spoken language at Open Minds Campus.

## Food

- Medical, cultural, religious, and dietary needs of the children will be met.
- Children learn through having opportunities to cook and taste a range of foods during mealtimes, cooking activities and festivals.

- We aim to incorporate a safe and all-inclusive environment whereby a child with dietary restrictions or allergies will be protected.
- We encourage children to make healthy food choices. We ask that parents assist us in only packing healthy foods and snacks for your child to eat at school.

### Festivals

- Mutual tolerance and respect for others includes developing an understanding of communities from around the world, supporting an appreciation of and a respect for children's own and other cultures.
- This is done through highlighting cultural celebrations, special dietary requirements, stories, music, pictures and videos, dressing up and cooking. We promote mutual respect and tolerance and teach children to be kind and helpful. The teachers model how to share opinions and be respectful of others.
- We aim to show respectful awareness of all the major events in the lives of the children and families in the school and in our society.
- We welcome the diversity of backgrounds from which we all come.
- To achieve this, we:
  - a. Acknowledge all the festivals which are celebrated in our area and/or by the families involved in the school.
  - b. Without emphasis on any specific faith, children will be made aware of the festivals being celebrated by their own families or others and will be introduced where appropriate to the stories behind the festivals.
  - c. Before introducing a festival with which the adults in the school are not themselves familiar, appropriate advice will be sought from people to whom that festival is familiar.
  - d. Children and families, who celebrate festivals at home which are unfamiliar to the rest of the school, will be invited to share their festival with the rest of the group, if they wish to do so.
  - e. Children will be encouraged to find out about a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the curriculum.

### Special Needs

- Children with different needs and abilities are welcomed to our school, if we can cater for their needs, and subject to our Admissions Policy.
- Planning for access to the setting, resources, meetings, and events will consider the needs of people with disabilities (learning, physical, and sensory).
- We will liaise with professionals and support services to help plan how to best meet a child's special needs.

- Curriculum and activities will be adapted, and resources purchased when necessary to ensure and enable access for all children.

### Monitoring and Reviewing

We commit ourselves to take positive steps to examine our policies and practice and to change them where necessary.