

Safeguarding and Welfare Requirement: Equal Opportunities

Providers must have and implement a policy, and procedures to promote equality of opportunity within the workplace



3.4 Rights and Responsibilities

Policy statement

All staff at Foundry Lane Community Playgroup have rights at work in addition to personal rights.

My personal rights:

I have a right:

- To express my opinions and values and have them listened to;
- To express my feelings and have them listened to;
- To express my needs and have them listened to.

I have a responsibility:

- To express myself clearly;
- To accept the consequences;
- To listen to others.

I have a right:

- To ask for what I want.

I have a responsibility:

- To accept that I may not get what I want;
- To allow others to ask for what they want.

I have a right:

- To refuse a request.

I have a responsibility:

- To make sure that the person asking realises that I am refusing the request, not rejecting the person;
- To accept the consequences.

I have a right:

- To make choices based on my needs and wants without needing to justify them;
- To have needs and wants that may be different from those of other people.

I have a responsibility:

- Not to damage other people either emotionally or physically.

I have a right:

- To choose not to be assertive.

I have a responsibility:

- To accept the consequences.

My rights at work:

- To know what is expected of me.
- To have regular feedback on my performance.
- To be consulted about decisions which affect me.
- To ask for information when I need it.
- To refuse unreasonable requests.
- To expect work of a certain standard from myself.
- To take appropriate decisions where necessary that are within my area of responsibility.

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| This policy was adopted at a meeting of | Foundry Lane Community Playgroup Management Committee |
| Held On | 05/01/12 |
| To be reviewed | Annually |
| Signed for and on behalf of Foundry Lane Community Playgroup Management Committee | |
| Name of Signatory | |
| Role of Signatory | Chairperson |

| Review Date | Reviewed By (Name) | Role | Signed |
|-------------|--------------------|-------------|--------|
| 05/01/12 | V. Whybrew | Chairperson | |
| 19/06/12 | B. Angel | Chairperson | |
| 28.02.13 | B. Angel | Chairperson | |
| 31.01.15 | C. Carstairs | Treasurer | |
| 18.01.16 | A Andrade | Chair | |
| 31.01.17 | J. Tanner | Chair | |
| 23.01.18 | J. Tanner | Chair | |
| 14.03.19 | J. Stephens | Chair | |
| 12.03.2020 | J. Stephens | Chair | |
| 12.02.2021 | J. Stephens | Chairperson | |
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