



# Equality, Diversity & Inclusion Policy

This organisation is committed to eliminating discrimination of all kinds and encouraging diversity amongst our workforce. We will strive to make our service accessible to all children/young people who wish to use it (subject to our socio-economic need criteria and space limitations) and we will ensure that no child, individual\* or family will be unlawfully discriminated against on the grounds of age, sex, sexuality, family status, means, disability, race ethnic origin, culture, religion or belief. We are committed to creating an environment in which individual differences and everyone's contributions are recognised and valued and we believe in promoting dignity and respect to all.

*\*Includes staff, volunteers and trustees.*

## Recruitment and Employment

We will recruit and employ people on the basis of their skills, experience and knowledge. We aim to ensure that no applicant or employee is subject to discrimination of any kind (see appendix 3) on the grounds of having, or being perceived as having, or being associated with someone who has, a protected characteristic, as defined by the Equality Act 2010 (see appendix 2). We will advertise for staff, volunteers and management using a mix of methods in order to reach minority and mainstream audiences. We will always follow the procedures outlined in our Recruitment Procedure. Training, development and progression opportunities will also be available to all staff, and volunteers where appropriate to the nature and duration of their role.

## Information

We will aim to make information on our programmes as accessible as possible to all users, potential users and interested parties, seeking appropriate additional support to do so where necessary. Where appropriate, we will endeavour to provide translations into relevant languages, large print or Braille and will use jargon free, clear and understandable language. We will also use a translator where appropriate.

## Inclusive Practice

We aim to provide activities that are inclusive and accessible for all children and for all children to feel welcomed and valued. We will do this by:

- Recognising children's individual needs through observation, reflective practice and working in partnership with parents and other professionals.
- Providing positive resources and activities that reflect different cultures, races, abilities, sexual orientation, gender, families etc.
- Providing appropriate support and making reasonable adjustments to meet each child's needs.

- Challenging inappropriate attitudes and practices.

## **Harassment**

We will not tolerate incidents of harassment or abuse and will address any complaint or occurrence of harassment or abuse promptly. This includes harassment by third party and harassment directed at others, as defined by the Equalities Act 2010.

We will deal with incidents sensitively, with a view to supporting both parties involved in the incident, that is the person who has been harassed and the perpetrator. We will work with the perpetrator with the aim of helping them to overcome their prejudice and understand the effect of their behaviour.

Cases of harassment will invoke disciplinary measures for the perpetrator. For staff and management this will be in line with our Disciplinary and Grievance Procedures. In the case of parents exhibiting discriminatory behaviour, we will remind them of their need to comply with this policy. If further incidents occur, this will result in their child being withdrawn from future programmes until written assurance has been received stating that they will comply with it.

Parents with concerns over staff or volunteer behaviour should follow our general complaints policy.

Where the perpetrator is a child, we will follow our Behaviour Management/Anti Bullying Policy and Procedures.

All incidents of harassment or abuse will be recorded as an incident on the appropriate form.

## **Staff Awareness and Training**

All staff and volunteers will be made aware of this policy through the induction procedure. Staff and management will be offered training in all relevant aspects of Equal Opportunities where necessary for their role.

## **Monitoring**

Through reflective practice and self evaluation, we will implement monitoring systems to highlight shortcomings and review our procedures and practice accordingly on a regular basis. This policy itself will be reviewed annually.

Date Agreed: October 2021

Signed by: Mark Blick

Signature:



Role of signatory: Managing Director

Review Date: October 2023

