



Incredible Kids

Equality and Diversity Policy

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1. Equality and Diversity Statement

Incredible Kids aims to promote equality and diversity as an employer and seeks to ensure that equality and diversity principles underpin all areas of the organisation's work and service provision.

Incredible Kids recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do a job for this organisation or to their eligibility to receive services from us.

In most cases it is unlawful to discriminate against people because of their gender or gender assignment, pregnancy and maternity, race, colour, nationality, ethnic and national origin, sexuality/sexual orientation, religion or belief, age, or because they are disabled, married or in a civil partnership, a member of a trade union, work part time or on a fixed-term contract. It is also unlawful to discriminate against people either because they are perceived to have a certain characteristic or because they associate with someone who has a certain characteristic.

However we recognise that people may experience discrimination for many additional social, educational and economic reasons such as their language, health, caring responsibilities, trade union activity, where they live, how they speak and whether they work flexibly. This policy will apply equally to all these circumstances.

Incredible Kids will not tolerate discrimination, harassment, bullying, victimisation or abuse of people who are staff members/volunteers or of people connected with the services provided by Incredible Kids.

2. Relevant Legislation and Related Documents

- **Relevant Legislation**
 - Employment Rights Act 1996
 - The Equality Act 2010
- **Related Documents**
 - Complaints Procedure
 - Data Protection Policy
 - Disciplinary Procedure
 - Grievance Procedure

3. Management Issues and Delivery Mechanisms

Incredible Kids's Board of Trustees has ultimate responsibility for the equality and diversity policy. It is however the responsibility of the Chair of the Management Committee to implement, monitor and evaluate the equality and diversity policy in terms of employment practice and service delivery. S/he is also under a duty to ensure that the Board of Trustees is regularly kept informed of the policy's implementation and the implications of the Board of Trustee's decisions and policies for equality and diversity issues. It is the responsibility of all staff to report any discrimination of which they become aware.

All staff members/volunteers and Board of Trustee members will be informed that an equality and diversity policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of Incredible Kids's members, funding agencies, job applicants and those using the services of Incredible Kids.

Incredible Kids's grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment or bullying involving staff/volunteers.

Complaints from people using the organisation's services will be through the complaints procedure for Incredible Kids.

Incredible Kids seeks a broad and representative Board of Trustees.

It is expected that when staff members/volunteers or Trustees represent Incredible Kids on the committees of other agencies they will endeavour to ensure that equality and diversity principles and practices are adopted by those agencies.

4. Employment Practices

Incredible Kids aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.

Incredible Kids regards discrimination, harassment, abuse, victimisation or bullying of staff members/volunteers, service users or of others in the course of work as disciplinary offences that could be regarded as gross misconduct. Condoning such behaviour could also be treated as a disciplinary offence. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of harassment of themselves or others.

Selection, recruitment, training, promotion and employment practices generally will be subject to regular review. Including the media used and search area covered in recruitment to demonstrate the reach to all groups to ensure that they comply with the equality and diversity policy. In particular, selection and recruitment procedures should be reviewed no less than annually in order to try and constantly improve equality and diversity practices.

Incredible Kids will attempt to accommodate staff members/volunteers' requests to work flexibly, whether part-time or some other working arrangement, for whatever reason, so long as agreement is consistent with the needs of the organisation.

We recognise that organisations are obliged under the Equality Act 2010 to make reasonable adjustments to accommodate disabled people and to enable them to do their job without unnecessary difficulty. We will make adjustments which are reasonable.

We recognise that we are prevented from asking an applicant questions regarding their health until a formal offer of employment has been made. However, we will ensure that any access needs are met to enable an applicant to fully participate.

We accept our obligation not to discriminate against applicants and employees on the basis of their religion or belief. We will try to accommodate employees' religious beliefs in any way which is compatible with the work of the organisation by, for example, allowing for prayers during the working day and at the workplace; considering employees' dietary requirements in providing facilities for staff members/volunteers to eat and store food; allowing staff/volunteers to take their holidays for religious festivals; trying to arrange job interviews or other important work meetings at times when they do not clash with important religious festivals; and not imposing a dress code with which people of a particular religion cannot comply.

Incredible Kids will not discriminate on grounds of age in recruitment, promotion, training, or in the availability of benefits such as pension contributions or health insurance.

Incredible Kids will take whatever positive action is required where it can be shown that under-representation of any particular group has occurred in recruitment. Where appropriate and where legally permissible, employees from under-represented groups will be given training and encouragement in order to promote equality and diversity within Incredible Kids.

5. Service Delivery

Incredible Kids seeks to ensure that its services are accessible to all sections of the community served by Incredible Kids. In particular Incredible Kids will ensure that this applies to those most at social, economic or educational disadvantage.

Incredible Kids will make public its commitment to combating discriminatory attitudes where these are encountered.

Incredible Kids will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

Incredible Kids will adopt a Complaints Procedure that will include its objectives with regard to equality and diversity in service delivery.

Incredible Kids will attempt to find ways of making our service accessible to everyone, including people for whom English is not a first language, people with visual or hearing impairments, and people who live in remote rural areas and/or who cannot easily travel.

Incredible Kids will take all reasonable steps to ensure that all its activities are carried out in premises which are accessible to people with mobility difficulties. In the event that the premises operated by Incredible Kids are not accessible for particular individuals, Incredible Kids will arrange alternative meeting places. This will include committee meetings.

Incredible Kids will operate a variety of means to allow people to contact staff members/volunteers.

Incredible Kids will be concerned especially with people and communities that are disadvantaged and excluded and will find ways to support the representation of their interests.

6. Monitoring and Evaluation

Incredible Kids will regularly evaluate its services and the effectiveness of its equality and diversity policy, by a variety of means.

Incredible Kids is required to monitor all job applications, appointments and promotions for all groups with reasons for such decisions, to ensure that the policy is working.

Monitoring may be carried out by Incredible Kids to provide the data for this regular evaluation. For instance, Incredible Kids may ask service users using our services, job applicants, volunteers and trustees for information about their ethnic origin, disability, age or other personal information. We will only do this for a specific defined purpose such as collecting statistical data for funders, for research or for our own monitoring to evaluate this policy's impact.

Incredible Kids will be sensitive to groups and individuals and will have due regard for the principles of data protection when seeking information. Where sensitive information is gathered, those responding will be explicitly informed of the purpose and that they are at liberty to withhold the information. All monitoring information will be securely stored, aggregated and anonymised.

7. Staff and Volunteers' Induction and Training

During the staff member/volunteer induction period staff members/volunteers will be made aware of organisational policies and the responsibilities of staff members/volunteers to maintain these practices and relevant specialist training agreed.

8. Review of This Policy

Incredible Kids's commitment to equality and diversity is an active one. This document should be amended on a regular basis as part of this active commitment.

Incredible Kids's equality and diversity policy will be reviewed in consultation with staff members/volunteers as and when required and in line with changes in legislation.

Incredible Kids will also seek to keep abreast of new developments in equality and diversity practice and actively seek information on this issue.

Date Agreed by Board of Trustees: ...November 2019

Review Date:November 2020

Annex 1

Policy Definitions

The following generic terms have been used to describe the following roles within organisations. We appreciate that not all organisations have either paid staff or volunteers that specifically undertake these roles. The definitions below are meant to assist organisations when adapting the policy in line with their circumstances.

If your organisation is run solely by volunteers please contact us for further support to adapt these policies.

Resources Manager refers to the staff member or volunteer in the organisation responsible for overseeing resources eg. staff, equipment etc.

Team or Line Manager refers to the staff member or volunteer in the organisation responsible for leading the project and/or line management

IT Officer refers to the staff member or volunteer in the organisation responsible for overseeing ICT

Office Coordinator refers to the staff member or volunteer in the organisation responsible for day to day office management

Trustee refers to management committee member, charity trustee or company director

Trustee Board refers to the management committee, board of trustees, executive committee