



## EQUAL OPPORTUNITY POLICY & PROCEDURES

### **Principles:**

- a. The Let's Play Project is committed to providing equality of opportunity for the young people, vulnerable adults, families and employees with whom we work.
- b. We value and respect their diversity.
- c. We aim to ensure that the Let's Play Project reflects and meets the needs of disabled children, young people, vulnerable adults and their families.
- d. We are also aware that equality of opportunity and access issues are not confined to disability and we will incorporate equal opportunities in all areas of the project's work.

### **1. Policy:**

#### **1.1 We aim:**

- a. To ensure that the make-up of the Board of Trustees and staff team of the Let's Play Project reflects the diverse society in which we live and is open to individuals regardless of their race, colour, ethnic or national origin, gender, disability, marital status, age, social class, religious beliefs, sexual orientation, economic status, political values, irrelevant offending background, and responsibility for dependants.
- b. To ensure that any premises used by the Let's Play Project are accessible for all members of the community.
- c. To increase awareness of people who face discrimination and effects of discrimination in society in general and challenge all forms of offensive discrimination, attitudes, remarks, behaviour, and offensive jokes.
- d. To consider equal opportunities in all areas of the Let's Play Project's services and work.

Let's Play Project, Twyford Road, Twyford, Banbury, Oxon OX17 3JL



## 1.2 **Statement of Intent:**

- a. The Let's Play Project recognises that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious beliefs, sexual orientation, economic or political values, irrelevant offending background, and responsibility for dependants.
- b. Accordingly, we are committed to working positively to counter/remove discrimination in the way the Let's Play Project works with young people, families and other individuals and organisations.
- c. We recognise our statutory duties under the Sex Discrimination Act 1975, Race Relations Act 1976, Equal Pay Act 1970, Disability Discrimination Act 2005, Asylum and Immigration Act 1999, Human Rights Act 1998, Employee Relations Act 2004 and the Equality Bill 2010.

## 2. **Procedures:**

### 2.1 **Members:**

- a. Equal opportunities will be considered in all aspects of the Let's Play Project's work. This will be reviewed regularly and monitored for effectiveness.

Examples of monitoring include:

- 1) Reviewing the gender & ethnic breakdown of service users,
  - 2) Consultations with the young people themselves,
  - 3) Formal written evaluations by families and venues.
  - 4) Language or behaviour offensive to any of the groups outlined in our statement is unacceptable.
- b. We will also regularly review the image and work of the Let's Play Project to ensure its accessibility to all its members of the community equally.
  - c. To achieve this end we will promote work in consultation with other groups to make the Let's Play Project more relevant to those facing disadvantages.
  - d. We will strive to create promotional materials which reflect our commitment to equal opportunities.

Let's Play Project, Twyford Road, Twyford, Banbury, Oxon OX17 3JL



- e. We will attempt to reproduce written materials in other languages as appropriate and make use of visual symbols and photographs to aid communication, if required
- f. We aim to ensure that the premises used by the Let's Play Project are physically accessible to all members of the community.
- g. Consideration will be given to equal opportunities when planning all activities and resources and Let's Play staff also use diverse themes when planning after school and holiday play sessions celebrating and exploring celebrations from around the world
- h. Promoting positive values of different cultural identities through anti-racial activities and resources and positive anti-sexist and anti-discriminatory values will be integral to all programmes of activities.

## **2.2 Board of Trustees:**

- a. We aim to reflect the make-up of the local community in the decision-making processes of the Let's Play Project. If the Board of Trustees is found to be unrepresentative, the Let's Play Project may consider co-options or reserved places for those who can make a special contribution.
- b. It is a condition of the membership of the Board of Trustees to follow the principles of the Equal Opportunities Policy – **PP20**.
- c. Consideration will be taken when arranging the time and venue of any meeting to ensure that they are accessible as possible. Childcare and transport will also be considered.

### **2.2.1 Induction and Training:**

- a. Members of the Board of Trustees will be informed about their responsibilities through an induction and training programme, which will include training to review and monitor equal opportunities.

## **2.3 Employment:**

### **2.3.1 Recruitment:**

- a. As equality of opportunity is a foundation of the Let's Play Project's work, it is also vital that the principals of equality of opportunity apply in staff recruitment.
- b. Posts will be advertised openly and widely.

Let's Play Project, Twyford Road, Twyford, Banbury, Oxon OX17 3JL



- c. Everyone involved in selection procedures will be committed to follow agreed procedures. Sections 37 & 38 of the Race Relations Act allow for encouragement and training where members of a racial group have been under represented. Where appropriate the Let's Play Project will utilise those provisions.

### **2.3.2 Conditions of service:**

- a. The Let's Play Project will strive to ensure that premises, working conditions and terms and conditions promote equality of opportunity and that no-one is discriminated against.
- b. We will make every effort to ensure that premises are accessible to those with disabilities.
- c. Equal opportunities will be considered in all aspects of the Let's Play Project's staff terms and conditions and will be reviewed when contracts are issued/reissued.
- d. The Board of Trustees will keep abreast of developments in terms of leave for periods of maternity, paternity, sickness, dependants and adoption and fostering.
- e. Staff training needs in general and in issues of equal opportunities will be reviewed regularly and arranged as part of the summer training week.

### **2.3.3 Monitoring and reviewing responsibility:**

- a. The Board of Trustees and all staff and volunteers of the Let's Play Project are responsible for implementing the Equal Opportunities Policy – **PP20**.
- b. The Trustees will ensure that the Let's Play Project's activities are regularly monitored and reviewed. Examples of monitoring include:
  - 1) Reviewing the gender & ethnic breakdown of service users.
  - 2) Consultations with the young people themselves.
  - 3) Formal written evaluations by families and venues.
  - 4) All young people / vulnerable adults will be regularly consulted and will contribute to planning processes including this policy.

### **2.3.4 Complaints or grievances:**

- a. See **Complaints Procedure** (users) **PP14** and **Grievance Procedure** (staff) **PP13**,

Let's Play Project, Twyford Road, Twyford, Banbury, Oxon OX17 3JL



3. All aspects of the policy will be monitored through regular analysis of ongoing practices and procedures. The Board of Trustees will undertake an annual major review.