

EQUAL OPPORTUNITIES POLICY & PROCEDURES

General Statement

We are committed to Equal Opportunities for all individuals or groups, whilst also, being committed to promoting a positive attitude towards diversity within our Charity. We aim to ensure that all employees have the opportunity to maximise their potential and enhance their self-development and their contribution to the Charity.

The aim of our Charity is to embrace the differences that various cultures bring into our Charity and we also recognise that people from different backgrounds can bring fresh ideas and perceptions, which ultimately can improve our products and services, and our working environment. Managing diversity successfully will help our Charity to nurture creativity and innovation, thereby allowing us to tap hidden capacity for growth and improved competitiveness.

Valuing diversity is an effective way of dealing with equal opportunities issues. It emphasises the business and personal benefits that accrue from valuing the differences between people, rather than just complying with the law. We believe that organisations that grasp the additional business opportunities generated by managing diversity effectively are far more likely to enjoy a sustained competitive advantage than those who do not.

The aim of this non contractual policy is to ensure that every member of staff feels valued at work and is not discriminated against, harassed or bullied, or made to feel under threat or intimidated, either directly, by association or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or perceived sexual orientation.

We recognise our duty of care to all members of staff and are committed to treating every individual equally in line with this policy and the Equality and Human Rights Commission Code of Practice.

Where necessary, the Charity will consider reasonable adjustments to ensure that any individual with a disability is not at a disadvantage. In all relevant cases the Charity will consult with the individual and the decision whether or not to make reasonable adjustments will take into account all relevant factors, including, where necessary, referrals to outside organisations.

The Let's Play Project is committed to providing equal opportunities for the Young People, families and employees with whom we work.



- a. We value and respect their diversity.
- b. We aim to ensure that the Let's Play Project reflects and meets the needs of disabled Young People and their families.
- c. 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.

Policy

1.1. We aim:

- 1.1.1. 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.
- 1.1.2. To ensure that any premises used by the Let's Play Project are accessible for all members of the community.
- 1.1.3. 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.
- 1.1.4. To consider equal opportunities in all areas of the Let's Play Project's services and work.

1.2. Statement of Intent:

- 1.2.1. The Let's Play Project recognises that certain groups and individuals in our society may sometimes be 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.
- 1.2.2. 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.



1.2.3. 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:

2.1.1. 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.

2.1.2. Examples of monitoring include:

- a. Reviewing the gender & ethnic breakdown of service users,
- b. Consultations with the young people themselves,
- c. Formal written evaluations by families and venues.
- d. Language or behaviour offensive to any of the groups outlined in our statement is unacceptable.

2.1.3. 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.

2.1.4. 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.

2.1.5. We will strive to create promotional materials which reflect our commitment to equal opportunities.

2.1.6. 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

2.1.7. We aim to ensure that the premises used by the Let's Play Project are physically accessible to all members of the community.



- 2.1.8. 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
- 2.1.9. 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:

- 2.2.1. 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.
- 2.2.2. It is a condition of the membership of the Board of Trustees to follow the principles of the Equal Opportunities Policy
- 2.2.3. 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.

2.3. Induction and Training:

- 2.3.1. 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.

2.4. Recruitment & Selection

We will uphold equal opportunities for all during our recruitment process. Candidates will be recruited solely on their own merits and their ability to carry out the job role. Interview questions and selection processes will be relevant to the job and will not be of a discriminatory nature.

Recruitment and selection will be made by matching the best person to the job role.

We will aim to take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups under-represented in the Charity. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups.



Short listing and interviewing of candidates will be carried out by more than one person where possible.

- 2.4.1. 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.
- 2.4.2. Posts will be advertised openly and widely.
- 2.4.3. 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.

Training and Promotion

Any opportunities for training within the Charity will normally be made known to all employees.

Selection for training will be made in line with this policy and will be made solely on the merits of the particular situation.

Vacancies will be advertised internally and individuals given the opportunity to apply for any posts. Selection for interview will be in line with the recruitment and selection details above.

Monitoring

We aim to monitor all applications from both internal and external candidates with a view to ensuring the effectiveness of our procedures. Such monitoring will not be used as part of the selection criteria for selection of new staff or for selection of existing staff for training or promotion opportunities, or any other decision related to your employment with us. All information gathered is stored separate from your personnel file and application forms.

2.5. Conditions of service:

- 2.5.1. 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.



- 2.5.2. We will make every effort to ensure that premises are accessible to those with disabilities.
- 2.5.3. 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.
- 2.5.4. The Board of Trustees will keep abreast of developments in terms of leave for periods of maternity, paternity, sickness, dependants and adoption and fostering.
- 2.5.5. Staff training needs in general and in issues of equal opportunities will be reviewed regularly and arranged as part of the summer training week.

2.6. Monitoring and reviewing responsibility:

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

2.7. Complaints or grievances:

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

- 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.

