



Equality and Diversity Policy

Reviewed in: May 2024

Next review date: May 2025

Signed:

A handwritten signature in black ink, appearing to read 'C. Rapaport', is written over a white background.

Chief Executive/Responsible Officer: Mrs C Rapaport

Policy Statement

The Kids n Action (London) aims to provide a welcoming environment in which all volunteers and employees are treated equally with respect without prejudice. Every individual is valued and offered equal opportunity to progress and realize their full potential.

The Kids n Action will ensure that all actual or prospective volunteers and employees are treated equally, regardless of: age, disability; family origins, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, and any other relevant criteria.

Key principles

The Kids n' Action believes that all forms of prejudice and discrimination are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, In accordance with The Equalities Act 2010, Kids n' Action has developed policies to ensure equality of opportunity and no discrimination on the grounds of the following protected characteristics:

- Age
- Disability
- Gender
- Race
- Religion or Belief
- Sexual Orientation
- Gender Reassignment
- Pregnancy and Maternity
- Marriage and Civil Partnership

The Kids n Action will challenge inequality, prejudice and discrimination.

The Kids n Action will seek to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. The Kids n Action embraces diversity in all its aspects, and aims to reflect this in the workforce, management and volunteer population in the community it serves.

The Kids n Action will treat all employees, volunteers and young people with respect and dignity, and seek to provide a working and learning environment free from harassment, discrimination and victimisation. The Kids n Action will not tolerate any form of discriminatory behaviour against its young people, employees and volunteers either from other yp, employees, volunteers, or members of the public and will take a zero tolerance approach to bullying and harassment in all its forms. Prompt and considerate action will be taken to investigate incidents of bullying and harassment.

In seeking to achieve a balanced workforce and volunteer population at all levels, The Kids n Action will ensure that no employee, learner, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job or programme of learning. Reasonable adjustments will be made to arrangements and premises to ensure equal access for people with disabilities.

The Kids n Action will ensure that equality issues are embedded into all its policies and procedures in order to ensure that all staff, volunteers, prospective staff and volunteers are treated with equality and fairness. Performance management at all stages of employment and volunteering, will be based solely on objective key performance criteria.

Positive action

Young People Matter will act positively in using the Equality and Diversity Policy as a means of making public it's commitment to provide equal opportunities to all present and future employees, trustees and volunteers.

Young People Matter encourages all employees to apply for suitable opportunities and to seek training for promotion or in particular skills.

The Equality and Diversity Policy forms part of the Staff Handbook and Contract of Employment. Training in Equality and Diversity is provided as part of the Induction Programme.

Any form of discrimination by an employee, trustee, service users or volunteer is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

SEN and Inclusion

Kids N' Action believes that early years workers may be the first to spot a child's special needs, whether they have arisen due to late development, a handicap or above-average ability.

Statistically, all groups will have a number of children who present with some identifiable special need, which may either remain with them throughout life (e.g. cerebral palsy or Down's syndrome) or be of temporary nature, such as a "lazy eye," glue ear or speech problems.

As local authorities are not keen “to statement” a child under the age of five, unless a specific request is made by parents, we at the Kids N’ Action play schemes and projects will try our utmost to give such children the opportunity to lead lives which are as normal as possible.

We are aware, that the first five years of life are an important period in a child’s development, and for this reason we agree that it is better not to label children at an early stage, as some children are slower to develop than others, but they may have caught up by the time they are five, with the right help.

It is therefore important to have as much information about the child before they start play scheme, or other project, which would give an indication whether the child will cope easily, or whether they will have difficulty, or what modification if any will be needed in the play scheme, to enable the child to gain maximum benefit.

According to the “special needs,” appropriate help will be given, or sought. We tend to follow a 5-stage model of assessment provision as set out in Binoh’s Code of Practice.

Child development is examined in four areas.

- Physical
- Social
- Communication
- Cognitive

Checklists are kept to record the progress.

Staff should always treat a child as an individual and ensure that the child is considered first and disability second.

It is our policy to include every child in every activity, and in cases where this is not possible, we provide an appropriate alternative.

Training

All staff and volunteers will be made aware of training opportunities and encouraged to take them up. All reasonable facilities will be offered to staff and volunteers to take study leave. Requests for training and study leave should be made to the Manager. Equal opportunities training for all staff will be encouraged.

Staff will be asked to familiarize themselves with the Equality & Diversity Policy. Where appropriate, they will be encouraged to take up training in Equality and Diversity.

Monitoring

The Chair, Trustees and Director have responsibility for Equality and Diversity and to ensure there is no discrimination at all levels. The Director will keep abreast of any legal changes to ensure compliance and will regularly review processes and procedures, usually annually.

The manager implements Equality and Diversity policy on a day-to-day basis, and ensures that all staff are aware of the policy and how it applies to them.

The manager reports annually to the Director on matters relating to discrimination and will also maintain contact as and when specific issues arise.

Positive action

The Kids n Action undertakes to follow positive action measures allowed by law to rectify disadvantages in employment and volunteering revealed by monitoring.

In particular to promote equality as detailed in The Kids n Action's Equality Objectives.

Raising concerns

If an employee or volunteer believes they have not been treated fairly within the scope of this policy they may raise the matter through The London Reading Complaints Procedures.

Publicising the policy

The Kids n Action encourages a positive attitude towards equality and diversity and to foster a commitment to anti-discriminatory practise at all levels within the organization and within groups with which we work.

The Kids n Action's commitment to equal opportunities and the Equality and Diversity policy will be communicated to employees, volunteers and the public through:

- employee and volunteer induction programmes
- copies available throughout The Kids n Action, and upon request.

Review

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.