

Equality, Diversity and Inclusion Policy

Introduction and aims of the policy

[Kendleshire Kids Foundation](#) recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. This policy is designed to ensure that [Kendleshire Kids Foundation](#) complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

[Kendleshire Kids Foundation](#) is unreservedly opposed to any form of discrimination on the grounds of Protected Characteristics as defined in the Equalities Act 2010; these are:

1. age
2. disability
3. gender reassignment
4. marriage or civil partnership
5. pregnancy and maternity
6. race
7. religion or belief
8. sex
9. sexual orientation

Using fair and objective employment practices, the organisation aims to ensure that:

- all employees and potential employees are treated fairly and with respect at all stages of their employment
- all employees/contractors/volunteers (including trustees)/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour.
Such behaviour may come from other employees/contractors/volunteers (including trustees) or by people (third parties) who are not employees/contractors/volunteers (including trustees) of [Kendleshire Kids Foundation](#), such as clients or partners.
- all employees/volunteers (including trustees)/contractors/service users have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- all employees/volunteers (including trustees)/contractors/service users have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the policy

The policy applies to employees, contractors, volunteers, (including trustees) and service users.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

Responsibilities

It is the responsibility of Justin Coleman, trustee, to develop and lead the implementation of the equality, diversity and inclusion policy.

Responsibility for approving the policy and monitoring that it is being followed rests with the board of trustees.

Employees, contractors and volunteers, including the board of trustees of [Kendleshire Kids Foundation](#) have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Implementation of the policy

All staff, trustees, volunteers, (including trustees) and contractors will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to job applicants and employees/ volunteers (including trustees)/contractors will be through email, asking them to read, understand and work within this policy.

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by: checking their own equality and diversity policies, either available on their websites, or by requesting an electronic copy from them and by providing necessary training if this is not available.

Users of our service

We will make our services accessible by: taking referrals from the relevant organisations or families, for all young people, up to the age of 18, regardless of any protected characteristics as defined in the Equalities Act 2010.

In carrying out the policy, the organisation will carry out the following actions: ensure all employees, contractors, volunteers (including trustees) and service users are aware of the policy and that it is communicated by email or is available for public viewing on our website; ensure that all those concerned, work within the policy: be vigilant in addressing any allegations promptly, recording and passing to the named

trustee, above, to decide on appropriate action required. On-going training will address any changes in legislation and our policy will be updated as necessary.

Reporting discrimination/potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: in the first instance report to the CEO who will record details of the allegations and pass to the named trustee, above, to decide on appropriate action required.

Volunteers (including trustees) who feel that they have suffered any form of discrimination should raise the issue through the following means: in the first instance report to the CEO who will record details of the allegations and pass to the named trustee, above, to decide on appropriate action required.

Service users who feel that they have suffered any form of discrimination should raise their concerns, in the first instance to the CEO who will record details of the allegations and pass to the named trustee, above, to decide on appropriate action required.

Employees/volunteers (including trustees)/contractors/service users should also use this approach if they feel that they have been the subject of harassment from someone who is not an employee of [Kendleshire Kids Foundation](#). [Kendleshire Kids Foundation](#) will not tolerate any harassment from third parties towards its employees (including trustees)/volunteers/contractors/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer (including trustees)/contractors/service users witness behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them, they should also use this procedure.

Monitoring and review

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both employees/volunteers and to service users and methods used will include:

- Train all employees to understand and engage in how they do their jobs and work with colleagues.
- Reflect equality, respect and dignity for all in the organisation's values and ensure these are shown in the way the organisation and its employees operate on a daily basis.
- Describe desirable behaviours to gain positive commitment.
- Make clear that everyone has a personal responsibility to uphold the standards.
- Embed equality and diversity into performance management frameworks to encourage behaving in an inclusive way and contributing to diversity goals.

- Focus on accountability and transparency, ensuring that merit, competence and potential are the basis for all decisions about recruitment and development, and be alert to the influence of conscious and unconscious biases.
- Introduce mechanisms to deal with all forms of harassment and bullying, making clear that such behaviour will not be tolerated and setting out the consequences of such behaviours.
- Use surveys and marginalised individuals lived experience to evaluate initiatives, to find out if policies are working for everyone, and to provide a platform for improvement.
- Benchmark progress against other organisations to adopt and adapt ideas.

This policy will be reviewed every year by the board of trustees EDI representative to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Date of adoption of policy: 9th March 2023

Date of next review: 9th March 2024