



Updated: 25/01/2017

Equality, Diversity & Inclusion Policy

Introduction

ABC Care and Education Ltd (ABC) is committed to treating all members of staff, young people fairly and equitably regardless of: race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, membership of professional associations or trade unions, disability, marital status, family responsibility and socio-economic standing or any other category where discrimination cannot be reasonably justified. ABC will ensure that no unjustifiable requirements or conditions are imposed that could disadvantage individuals on any of the above grounds.

ABC Care and Education Ltd believes it must be proactive in promoting equality through the embracing, valuing and recognition of difference including cultural differences.

ABC Care and Education Ltd is committed to a wide ranging Equalities Action Plan to tackle all facets of inequality and discrimination, to create genuine equality of opportunity and promote good relations between people of different groups. In realising these commitments, ABC expresses its opposition to all forms of discrimination and its intention to take positive action in promoting equality and justice for all.

ABC Care and Education Ltd seeks to create an accessible environment and to extend opportunities in education, training and employment to those groups identified as under-represented in employment at all levels

In order to meet these objectives, ABC will take Positive Action including seeking and assuring resources to implement this Policy. In addition ABC will review the equality implications of its policies, procedures, working practices and monitor their outcomes.

ABC Care and Education Ltd intends to disseminate this policy widely to all employees. In addition it will bring this policy to the attention of contractors, visitors and associates who will be expected to adhere to this and other associated Equality Policies and Procedures. ABC will strive to ensure that all adhere to the Policy in their work.

This policy is informed by a number of key principles:

- Discrimination, whether direct or indirect, that is based on a person's gender, colour, race, ethnicity or national origin, disability, sexual orientation, religion or belief or any other irrelevant distinction is unlawful, unjust and a waste of human resources. ABC is committed to the elimination of unfair discrimination through the adoption of the action plan principle and to the

provision of equality for all, through education, training and employment.

- All individuals have a right to be treated fairly, with dignity and respect. Since collective group affiliations are often central to people's identities, fair treatment entails acknowledging cultural diversity and respecting cultural differences. The promotion of true equality of opportunity, embracing of diversity and the treatment of people with due regard and respect for differences requires monitoring, target setting and the development of programmes of positive action. Such programmes need to be regularly reviewed and revised when needed.
 - ABC Care and Education Ltd acknowledges that as an organisation it may still reflect patterns of inequality that are widespread in society at large. ABC recognises that the creation of a truly inclusive organisation, where cultural diversity is positively valued and unlawful discrimination in all its forms is eliminated, will entail considerable and ongoing work, and require a wide ranging action plan which actively engages all sections of the community, including employees. In order to meet legislative requirements ABC must ensure that the promotion of equality becomes central to the way the organisation works. While certain facets of equality Legislation covering gender, race and disability apply to all functions and activities of the organisation, they have particular pertinence to those areas of activity that directly affect its staff and service users. The main priorities therefore relate to staff recruitment, selection and career progression and the clients it serves. These areas in particular require robust Equality Impact Assessments.
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Equality and Diversity for Children and Young People

- We encourage children to develop respect for themselves and for others
 - We deliver services that recognise and build on the strengths of children and young people from all cultures, religions, gender, age, sexual orientation, ability and backgrounds; in ways that meet their needs and help them to achieve their full potential.
 - Every effort is made to ensure that Homes are welcoming to all children and young people and others significant in their care and wellbeing; this effort is reflected in the communication around the Home, including: posters, information boards, displays and leaflets. In addition to this, resources used to develop work with children and young people are chosen for their suitability and anti-oppressive nature.
 - Children are offered opportunities to try out new experiences, which are not restricted by traditional gender options.
 - Staff are expected to challenge attitudes, behaviour and language that are non-inclusive and discriminatory, in a positive way.
 - Managers are expected to monitor the range of children and young people placed within the Home in terms of ethnicity, gender and disability. This is to ensure the service provision is reaching all and not creating barriers to certain groups.
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Inclusion for Children and Young People

We aim to promoting diversity, a positive identity and potential through individualised care & education. For further details about how we support this with education, please read our [Education & Curriculum Policy](#).

- All children are given the opportunity to be cared for and educated. Where possible this is alongside their peers in order to develop their full potential.
- Children are encouraged and supported to understand their rights and be well-informed about ways of challenging discrimination.
- Home's managers are expected to identify local community resources that contribute to meeting the needs of individuals- these are highlighted and promoted and where they do not meet required needs alternatives are sought and suitably identified regardless of geographical location, for example hairdressers who specialise in braiding or cutting African Caribbean hair.
- Children are cared for by staff that have been suitably trained in all aspects of equality and diversity including legislation and their responsibilities.
- Home's managers ensure that assessments of the child and the families' specific needs is carried out with an aim to support and develop their full potential.
- Home's managers are expected to examine ways in which diversity can be valued and activities adapted to meet the Individual child's needs including food preparation and menu choices.
- Staff are expected to acknowledge the importance of maintaining a link between the child's home and the Children's Home in meeting the individual's need.
- Staff are expected to offer appropriate support to aid inclusion and ensure that the children and young people can fully participate in the Home's activities. If necessary seek additional support in order to do this.
- Additional support is offered to staff and/or Children who are finding difficulty in understanding diverse or complex situations

Definitions

Direct Discrimination

This occurs when a person is treated less favourably than someone else for reason of their gender, race, ethnic origin, disability, age, sexual orientation or religion or belief.

Indirect discrimination

This occurs where a provision, criterion or practice is applied equally to everyone but the provision, criterion or practice puts or would put members of one group at a particular disadvantage and is not a

justifiable means of achieving a legitimate aim.

Victimisation

This occurs when someone is treated less favourably because of their involvement in a discrimination complaint.

Harassment

This refers to unwelcome comments (written or spoken) or physical conduct based on gender, race, ethnic origin, disability, religion and or sexual orientation. It violates a person's dignity and/or creates an intimidating, hostile, degrading, humiliating and/or offensive environment for them.

Equality Impact Assessment

This refers to a detailed and systematic analysis of the actual or potential effects of a formal or informal policy, proposed policy, practice, criterion or service to determine whether it has a differential impact upon identifiable groups of people.

Positive Action

This refers to a variety of measures designed to counteract the effects of discrimination and encourage members of under-represented groups to take advantage of opportunities. Unlike positive discrimination, which is unlawful in the UK, positive action is lawful. Examples include the provision of facilities to meet the special needs of people from particular groups in relation to their training, education or welfare; and the encouragement of applications from particular groups that are under-represented in particular areas of work.

Zero Tolerance

This refers to a principle whereby behaviour, attitudes and language which may be deemed to be offensive, derogatory or discriminatory is not overlooked but challenged - with the aim of effecting change or redress.

Commitment

ABC is committed to Equality and Diversity this is supported by recognition of the following:

1. A successful Equality and Diversity Policy requires the active support of the whole organisation. ABC therefore intends to seek the commitment and involvement of all sections of staff in the

implementation of the Equality and Diversity Policy and Equalities Action Plan through ongoing mandatory staff development activities and dissemination and sharing of updates regarding the Legislation and other relevant information.

2. In addition to being unjust, unlawful discrimination represents a waste of human resources, loss of opportunity for the maximising of individual contribution and talent and a denial of opportunity for individual self fulfilment. This is not only detrimental to ABC, but has a negative and damaging effect on the people who work here. It contravenes an individual's right to dignity at work.
3. Discrimination erodes and violates a person's dignity and creates an intimidating, hostile, degrading, humiliating and offensive environment and this must and will not be tolerated.
4. Through programmes of lawful Positive Action (where appropriate), it is intended to increase the level of participation of staff and clients from under-represented groups. This will be informed through the undertaking of Equality Impact Assessments.
5. ABC Care and Education Ltd will encourage good practice in mainstreaming and effecting Equality of Opportunity and promotion of Diversity with internal networks and external organisations.

Responsibilities

Organisational Responsibilities

ABC Care and Education Ltd is ultimately responsible for ensuring compliance with the requirements of Equality Legislation and Regulations and will receive an annual progress report on implementation of the Equality and Diversity Policy and its associated Equalities Action Plan.

The senior management team has responsibility for ensuring the implementation and review of the policy and associated action plan; ensuring that staff are aware of their responsibilities and accountabilities under the policy; and ensuring that any breaches of the policy are dealt with appropriately.

ABC Care and Education Ltd also recognises that it has a responsibility to ensure that the requirements of the Legislation are implemented through partnership and procurement arrangements. In relation to formal partnership activities with public, private and voluntary sector organisations, ABC will ensure that partners are fully aware of the ABC's policy and that partner organisations also have in place appropriate policies and where appropriate are able to meet the general duties of the Legislation. In relation to procurement, ABC will seek to develop good practice in communicating the values, standards and expectations it has of suppliers and contractors with regard to all in/equality facets. Legislation currently requires that Race and Disability receive specific focus.

The directors have direct responsibilities for promoting equality and good relations between different groups. These include: ensuring that any issues of discrimination and/or breaches of the policy are dealt with through appropriate ABC procedures; provision of staff development and training in relation to equality and diversity; and the inclusion within annual reviews and development plans of specific objectives relating to in/equality.

Management Responsibilities

Management responsibilities in relation to equality and diversity entail within their respective sphere of responsibility the following:

1. Actively participating in proactive measures, utilising a variety of tools including the Equality Impact Assessment Process.
2. Ensuring that bullying and harassment are not tolerated.
3. Ensuring that wittingly or unwittingly they are not carrying out or requesting to be carried out acts which may be deemed to be discriminatory.
4. Facilitating effective communication between management and staff by ensuring that information is cascaded/disseminated/distributed amongst the staff groups for whom they have responsibility.
5. Ensuring that staff are fully trained to perform their roles and that staff are released to attend mandatory programmes of training on Equality and Diversity and any updates to the required training.
6. Ensuring where appropriate that Disciplinary and Grievance Policies and Procedures and associated Policies are effectively implemented.
7. In liaison with senior management, ensuring that accurate records are maintained for Staff. This entails thorough records being kept of all reported incidents, notably complaints, grievances and disciplinary cases, and their outcomes.

Individual Responsibilities

1. All staff have a responsibility to co-operate in ensuring that the aims and objectives of the policy statement are achieved.
2. All staff are required to participate in the Equality and Diversity Training and Development Opportunities provided.
3. All individuals have a duty to take reasonable steps to ensure that they encourage Equality and Diversity within ABC and to ensure that their actions do not contribute wittingly or unwittingly to unfair or discriminatory treatment of others.
4. Individuals are encouraged to support colleagues who may be experiencing unfair or discriminatory treatment through bringing this to the attention of the perpetrator and/or by encouraging the recipient to take action through informal and formal Procedures.

Assessing the equality impact of policies

The requirement to assess the impact of policies is a specific duty of the Race and Disability Equality Legislation. However, in order to embed best practice into all of ABC'S activities; consideration of the impact on equality shall form an integral aspect of all policy formulation and formal reports.

ABC seeks to ensure that its policies and procedures are inclusive and that staff from a diversity of backgrounds are equally satisfied with ABC and have confidence in its commitment to promote equality and good relations between different groups. To this end, ABC will regularly review policies and procedures to assess their impact on students and staff from different groups, and will build

consideration of Equality and Diversity Implications into its strategic planning and review processes at all levels.

Assessing the impact of policies and procedures will be achieved through an inclusive and interactive process of Equality Impact Assessments which will initially include screening policies and procedures in consultation with members from different ethnic communities and Community equality groups

The purpose of screening is to identify those policies and procedures that are likely to have a significant impact on identified inequality so that greatest resources can be devoted to these policies and procedures. ABC has recently adopted a common format for the formulation of policies and identified a schedule for reviewing them. As part of this review process, ABC will review each policy in relation to the following criteria:

- Is there any evidence of higher or lower participation or uptake by different groups?
- Is there any evidence that different groups have different needs, experiences, issues and priorities?
- Is there an opportunity to promote equality or good relations between groups in a better way by altering policy or practice, or working with others in the wider community?
- Is there any evidence from consultations with members from under-represented communities or from research that particular policies create problems for specific groups and is this disproportionate?

If the answer to any of these questions is positive, then consideration will be given as to whether the policy will be subject to an equality impact assessment procedure. The screening process will identify priorities for equality impact assessments and lead to a timetable for conducting equality impact assessments. Both the screening process and subsequent equality impact assessments will generate ongoing action plans.

ABC Care and Education Ltd recognises that equality monitoring is vital both for the screening process and subsequent equality impact assessments. ABC recognises, however; that assessing the impact of its policies and procedures necessitates as a minimum:

- Measures to improve the response rate on equality monitoring forms.
- Systematic monitoring of staff progress.
- Analysis of the results of staff satisfaction through supervision using all the equality dimensions.
- Monitoring of complaints and appeals on an annual cycle.

Recruitment, Retention, Promotion, Career Progression, Training & Development

ABC Care and Education Ltd is committed to the principles of equality of opportunity and respect for cultural diversity. This commitment means that it is particularly concerned to ensure that staff are selected, developed and promoted on the basis of merit and that at the same time positive action is taken to facilitate the creation of a more diverse workforce.

Recognition of inequality that exists between and within groups will be addressed through implementation of the Pay and Reward Framework. In addition ABC will endeavour to facilitate the

capacity of individuals to manage their home and work commitments through the implementation of a variety of flexible working options outlined by the Department of Trade and Industry.

Within the parameters of this Equality and Diversity Policy, ABC will strive to establish an employee profile that more closely matches the proportion of people from minority and under-represented communities. To this end, ABC will ensure that there are no unnecessary barriers to applicants or employees.

To enable ABC to fulfil its aims in relation to staff, ABC will monitor staff applications, shortlists, appointments, promotions and staff development and training on an annual basis. Data will be analysed and used to:

- Identify any practices that may be discriminatory, either directly or indirectly
- Facilitate the establishment of targets and specific action plans
- Review the impact of policies in tackling discrimination, creating genuine equality of opportunity and promoting good relations between groups

Training, Awareness & Guidance

ABC Care and Education Ltd recognises that it needs to provide appropriate support to enable staff to act in accordance with the Legislation governing the Equality and Diversity Policy. This includes:

1. Providing information on Equality Legislation and the implications for ABC policies, practices and individual responsibilities.
2. Ensuring that specific training and guidance is provided to those responsible for carrying out specific functions e.g. staff recruitment and selection or student admissions.
3. Providing guidance for all staff and clients on how to deal with allegations of discriminatory incidents and breaches of the Equality and Diversity Policy and associated Equality Policies.
4. Ensuring that all managers are supported in implementing the Equality and Diversity Policy and making appropriate use of monitoring information
5. Reviewing training events and staff development to ensure they embrace the values and principles of the Equality and Diversity Policy and associated Equality Policies.

Complaints, Grievances & Disciplinary Incidences

ABC Care and Education Ltd will take seriously any claims of discrimination or harassment, and any instances of non-adherence to the Legislation or not promoting the aims of the ABC's Equality and Diversity Policy by its staff, students or visitors.

Those who believe that they have suffered discrimination, harassment or victimisation should raise the matter through the ABC's complaints or grievance procedures as appropriate.

Any instance of breach of the Equality and Diversity Policy and associated Equality Policies will be investigated and where appropriate will be considered under the respective disciplinary procedures for staff and students.

With regard to any breach of the policy by visitors, ABC will take appropriate action in relation to the nature of the incident which could also include activation of criminal proceedings.

Publication Arrangements

ABC Care and Education Ltd is committed to putting its Equality and Diversity Policy into practice, and to meeting the requirements of the Legislation. It recognises that these are challenging objectives, and that their achievement will require strong leadership, training of managers and staff at all levels, consultation with internal and external communities together with regular assessment of action and progress.

The Policy will be reviewed every three years, with an interim review if appropriate in light of changes to Legislation or priorities identified consequent to Equality Impact Assessment(s) being undertaken; and the Equality Action Plan updated annually.

References

European and or United Kingdom Legislation

- [Standard 2: NMS](#)
 - [Disability Discrimination Act 2005](#)
 - [Equal Pay Act 1970](#)
 - [Health and Safety at Work Act 1974](#)
 - [Protection from Harassment Act 1997](#)
 - [Race Relations Act 1976 \(RRA\)](#)
 - [Sex Discrimination Act 1975 \(SDA\)](#)
 - [The Data Protection Act 1998](#)
 - [The Freedom of information Act 2000](#)
 - [Equality Act 2010](#)
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Internal References

- [Anti-Bullying Policy](#)
 - [Combating Racism Policy](#)
 - [Recruitment & Selection](#)
 - [Education & Curriculum Policy](#)
 - [PSHE Policy](#)
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Updated: 25/01/2017

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Last update: **25/01/2017**