



THROUGH FRIENDSHIP

EQUALITY AND DIVERSITY POLICY FOR VOLUNTEERS AND STAFF

Fun in Action for Children wants to create an environment in which individual differences and the contributions of all our befrienders, parents, care givers, guardians, volunteers, staff, trustees and those we meet are recognised and valued.

In practice this means we:

- Encourage people from protected groups to participate in Fun in Action for Children;
- Regularly review our services to ensure they are accessible and appropriate and remove any potential disadvantages to people with protected characteristics*;
- All applicants will be asked to complete an anonymous monitoring form as part of the application pack (to be returned in a separate envelope). The 2001 Census categories will be used in order to monitor ethnicity (as recommended by the Commission for Racial Equality). An additional category for Gypsy and Travellers will be included. The monitoring form will monitor age, race, ethnic origin, religion, gender, marital status, disability. We will also seek to monitor sexual orientation, considering the sensitive nature of this information (see later notes). Recruitment statistics will be produced on a bi-annual basis and presented to the Trustees.
- Not discriminate against ex-offenders with unspent convictions for all positions (employees, trustees and volunteers), unless those convictions are material to the post. All applications will be considered on an individual basis;
- Provide information and training to all staff, befrienders, trustees and volunteers so they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it;
- Ensure training, development and progression opportunities are available to all;
- Ensure to carry out all reasonable adjustments to enable participation as appropriate;
- Monitor and review the policy annually and to take positive action to tackle underrepresentation where this is highlighted;
- Regularly review all employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others;
- Treat breaches of the equality policy seriously and to take disciplinary action when required.

The Project Leader's responsibilities:

working with the Trustees to ensure the implementation of the Equality and Diversity Policy. Appropriate funds will be sought to implement approved aspects of the Policy which require special and additional resources. FUN in Action for Children is registered under the Data Protection Act as a data controller and is conscious of its obligations under this Act and the changes required by the GDPR, May 2018, bearing in mind the sensitive personal data held by the organisation (*The Data Protection Act places a responsibility on organisations that collect sensitive personal information, to ensure that the information is fairly and securely processed, relevant and used for limited purposes, accurate and up to date and not kept for longer than is absolutely necessary*).

All staff and volunteers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination;
- To draw the attention of management to suspected or alleged discriminatory practices;
- To refrain from harassing or intimidating other employees, trustees, volunteers and service users of Fun in Action for Children on any of the grounds cited in the policy statement.

***Protected characteristics.** UK Parliament introduced the concept of 'protected characteristics' as a fundamental of the single equality legislation. These characteristics are the same as those currently protected by equality law. There are nine protected characteristics that employees and people who use the organisation's services might have. These are:

- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Sex (gender)
- Age*