

EQUALITY AND DIVERSITY POLICY

This policy was adopted at a meeting of - New Routes Trustees
Held on - February 2014

We work in accordance with the **Equality Act 2010** :

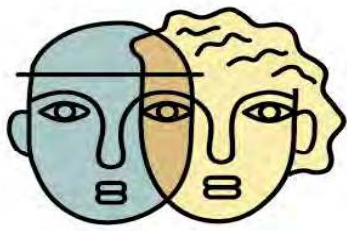
The Act brought together into one piece of legislation and replaced all previous discrimination legislation. It provides that a person shall not be discriminated against, i.e. treated less favourably, on grounds of nine protected characteristics. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We believe that no child, individual or family should be excluded from New Routes' activities on the grounds of age, gender, sexuality, class, ability, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in or volunteer to help New Routes have a chance to do so.

Employment

Equal Opportunities method of recruitment and selection shall always be used.

- All members of the Board of Trustees and Senior Staff shall be offered and encouraged to take Equal Opportunities interview training
- All members of selection and interview panels must have undertaken Equal Opportunities training
- All vacancies shall be advertised widely using an appropriate variety of methods and positive action shall be taken to ensure that groups who are under-represented on the staff are aware of the vacancies and that applications from them are welcome
- All job advertised shall state that we are striving to be an Equal Opportunities Organisation and that applications are welcome from all sections of the community
- All vacancies should be looked at to see whether they are suitable for a job share
- Experience obtained from life, voluntary work, childcare and other caring responsibilities should be rated as highly as experience from paid employment
- All interviews must be held in accessible buildings and appropriate assistance at interview given to disabled candidates where required
- Interviewing should be positive. Aiming to find out what people need to enable them to do the job rather than any obstacles that might prevent them
- When purchasing new equipment it should be, whenever possible, capable of being operated by people who are visually, aurally or mobility challenged
- Racial and sexual harassment should be treated as disciplinary offences.



New Routes Integration

Families

New Routes recognizes that many different types of family successfully love and care for children and offers support for all families.

Celebrations and festivals:

Our aim is to show respectful awareness of all the major events in the lives of our clients and in our society as a whole and to welcome the diversity of backgrounds from which they came.

In order to achieve this, we aim to recognise the celebrations/festivals which are celebrated by our clients:

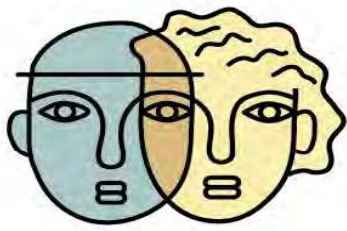
- Without indoctrination in any specific faith, our clients will be made aware of the celebrations/festivals that are celebrated by their own families or others, and will be introduced where appropriate to the stories behind the celebrations/festivals.
- Before introducing a celebration/festival with which the staff at New Routes are not themselves familiar, appropriate advice will be sought from people to whom that celebration/festival is a familiar one.
- Our clients who celebrate at home celebrations/festivals with which the rest of our clients are not familiar will be invited to share their festival with the rest of our clients, if they themselves wish to do so.

Our clients will be encouraged to welcome a range of different celebrations/festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

Volunteers

New Routes recognises that everyone has the right to be a volunteer but not necessarily the right to do every sort of voluntary work.

- Volunteers working directly for New Routes should be given a role description and know to whom they are responsible
- Volunteers should have the right to receive training
- Volunteers are not members of staff and should not regard themselves as such
- They should not be given tasks that the staff members do not like doing
- They should not be expected to volunteer outside the hours they have agreed
- Volunteers should never be out of pocket because of their voluntary work and all agreed expenses should be refunded swiftly



New Routes Integration

- Volunteers should never be used to replace paid staff
- Volunteers must be protected by insurance.

Discriminatory behaviour/remarks:

Any discriminatory language, behaviour or remark by any clients, mentors, staff and visitors is unacceptable to New Routes.

Our response will aim to be sensitive to the victim(s) and to help those responsible to understand and overcome their prejudices and make it clear that such behaviour/remarks will not be tolerated.

Food:

Working in partnership with our clients any medical, cultural and dietary needs will be met.

Meetings:

The time, place and conduct of meetings will ensure that all staff, volunteers, mentors and Trustees have an equal opportunity to be involved.