



EQUALITY AND DIVERSITY POLICY

MAY 2024

Reviewed On: May 2024
Next Review Due: May 2025
Signed: Z Lieber

Equality and Diversity Policy

Policy Statement

Kol Bonaich (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.

Kol Bonaich (KB) 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

Kol Bonaich 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, Kol Bonaich 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

Kol Bonaich will challenge inequality, prejudice and discrimination.

Kol Bonaich will seek to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

Kol bonaich embraces diversity in all its aspects, and aims to reflect this in the workforce, management and volunteer population in the community it serves.

Kol Bonaich 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. Kol Bonaich 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, Kol Bonaich 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.

Kol Bonaich 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 its 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

Kol Bonaich 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.

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

Kol Bonaich 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 Kol Bonaich'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

Kol Bonaich 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.

Kol Bonaich'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 Kol Bonaich, and upon request.

Review

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