

Cavernoma Alliance UK Equality & Inclusion Policy

Created

Date developed	By whom	Method of consultation and recommendations	Date adopted
18/12/2020	EYF Ltd. for CAUK		19/2/2021
Schedule for revision		This policy should be reviewed annually or sooner if needed.	

History of revisions

Review date	By whom	Summary of changes made	Date implemented

Context

Like any other employer and provider of services, CAUK must comply with the Equality Act 2010, but our work and approach is also underpinned by:

- Children and Families Act 2014
- Children Act 2004
- Special Educational Needs and Disability Act 2001.

We understand the importance and value of tackling discrimination and promoting equality between different groups of people, whilst addressing the diverse needs of individuals. That is why CAUK works hard to develop an inclusive culture where everyone is treated with dignity and respect. Diversity is valuable to us because different perspectives, ideas, backgrounds, opinions and knowledge create a unique strength for our organisation which better enables us to support and understand our service users.

Definition of terms

Equality Act 2010	The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.
Children and Families Act 2014	Is a wide-ranging act designed to fully reform services for vulnerable children, by giving them greater protection, paying special attention to those with additional needs, and also helping parents and the family as a whole.
Children Act 2004	The Children's Act 2004 is a development from the 1989 Act. It reinforces that all people and organisations working with children

	have a responsibility to help safeguard children and promote their welfare.
Special Educational Needs and Disability Act 2001	The Special Educational Needs and Disability Act 2001 (SENDA) establishes legal rights for disabled students in pre- and post-16 education.
Staff	Describes all paid and non-paid staff such as volunteers, Trustees and anyone who is representing CAUK.
Service users	Children and parents, young people and vulnerable adults that engage with CAUK.
Children	From birth to the end of primary school which is around the age of 11 years old.
Young people	11-17 years old.
Vulnerable adults	<p>“Those in residential accommodation provided in connection with care or nursing or in receipt of domiciliary care services</p> <p>Those receiving healthcare</p> <p>Those in lawful custody or under the supervision of probation services</p> <p>Those receiving a welfare service of a prescribed description or direct payments from a social services authority</p> <p>Those receiving services or taking part in activities aimed at people with disabilities or special needs because of their age or state of health</p> <p>Those who need assistance in the conduct of their affairs “</p> <p>as per the Safeguarding Vulnerable Groups Act (2006).</p>

Policy Statement

CAUK values diversity and believes that equal rights and opportunities are the bedrock of any successful organisation.

A commitment to implementing our equality and inclusion policy will form part of each staff member’s job description and induction programme. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the Operations Manager at the earliest opportunity. Appropriate steps will then be taken to investigate the concern, and if well-founded, disciplinary action will be invoked under our disciplinary policy.

CAUK is committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the organisation will ensure that no job applicant, employee, volunteer or contractor will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity
- Providing advice and support, wherever possible, for children, young people and vulnerable adults who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances
- Making reasonable adjustments for children, young people and vulnerable adults with special educational needs and disabilities to maximise their participation

- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access by producing materials in relevant languages and media for all children, young people, vulnerable adults and their families
- Providing both a physically and emotionally secure environment in which the contributions of all our families are valued
- Providing positive non-stereotypical information, advice and support
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference, and that the policy is effective, and practices are non-discriminatory
- Making inclusion a thread that runs through the entirety of our work.

Recruitment

Recruitment, promotion and other selection exercises such as redundancy will be conducted using objective criteria that avoid discrimination. Shortlisting will be done by more than one person.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate on the grounds specified in this policy statement.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in this policy statement. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

We understand that under the Equality Act 2010 we can only ask questions prior to offering someone employment in the following circumstances:

- we need to establish whether the applicant will be able to comply with a requirement to undergo an assessment (i.e. an interview or selection test).
- we need to establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned.
- we want to monitor diversity in the range of people applying for work.
- we want to take positive action towards a particular group – for example offering a guaranteed interview scheme.
- we require someone with a particular disability because of an occupational requirement for the job.

Staff

It is the policy of CAUK not to discriminate in the treatment of individuals. All staff and volunteers are expected to co-operate with the implementation, monitoring and improvement of this and other policies.

All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions.

All staff are expected to participate in equality and inclusion training.

Staff will follow the 'Dealing with Discriminatory Behaviour' policy where applicable to report any discriminatory behaviours observed.

Training

CAUK recognises the importance of training as a key factor in the implementation of an effective equality and inclusion policy. All new staff and volunteers will receive induction training, including specific reference to the equality and inclusion policy.

CAUK will strive towards the provision of inclusion, equality and diversity training for all staff on an annual basis.

Information and meetings

Information about CAUK, its activities and published materials will be given in a variety of ways according to individual needs (written, verbal or translated), to ensure that all parents/carers can access the information they need.

Wherever possible, meetings, residential activities and training sessions will be arranged to give all families options to attend.

Your feedback

Is of vital importance to us and we encourage all service users and their families to share ways in which we can improve our accessibility.