



# CHILDREN'S WORLD

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## Children's World Equality and Diversity Policy

Children's World are aware of their legal requirements under the UK's Disability Discrimination Act 1995 (DDA) and the Equality Act 2010.

Children's World places equality and diversity issues at the centre of every aspect of provision. Equality and diversity is embedded in the delivery of all activities.

Although the terms equality and diversity are linked, they have a different emphasis.

Equality is about creating a fairer society where everyone can participate and have the opportunity to fulfill their potential – to live as equal citizens in society free from discrimination and harassment.

Diversity is about respecting, valuing and celebrating aspects that make us unique as individuals – recognising that we contribute to society because of these aspects, not in spite of them.

Children's World is committed to advancing equality of opportunity to everyone, regardless of:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

These protected characteristics legally protect people from discrimination in the workplace and in wider society.

This policy sets out how Children's World:

- Eliminates discrimination, harassment and victimization
- Advances equality of opportunity
- Fosters good relationships

Supporting inclusion for ALL children through drama, performance, film-making and FUN!

Children's World aims to support all employees, volunteers and participants to achieve their potential by removing barriers that prevent fair access to employment, learning activities and training. We aim to ensure that all employees, volunteers and participants with the potential to benefit from Children's World activities have the opportunity to do so, whatever their needs, background, ability and culture. Roles and Responsibilities

Children's World's Board of Trustees has overall responsibility for Equality and Diversity and is responsible for ensuring that our charity complies with its obligations under the relevant legislation.

Children's World's Directors are responsible for the effective implementation and monitoring of this policy.

Every member of staff is responsible for the day-to-day implementation of this policy and its delivery within their own area of responsibility and for upholding good practice as outlined in related policies and statements.

The following outlines a range of strategies and practical activity which reflect Children's World's high level of commitment to promoting and advancing equality and diversity.

Marketing, staff recruitment and learner enrollment:

Use of a range of promotional methods e.g. brochures, website, presentations, informal visits to community groups, use of local websites, local press, 'good news' case studies, email promotions, flyers, displays, local community radio, community events, tasters, recruitment events / information events etc that are intended to reach a diverse audience.

Use a format for published materials that is accessible, easy to understand, positive and inclusive. e.g. Published materials are offered in alternative formats such as large print, audio format and other languages to ensure we reach people who may have a disability, or who may have limited or no English language skills.

Use positive images in our publicity that reflect equality and diversity of opportunity. Children's World aims to make all publicity as accessible as possible and available in public places throughout the community.

Engage in outreach activity and community development to widen participation in learning, and to stimulate interest and generate local involvement for people not currently engaged.

Increase participation in activities by children and families affected by educational, economic and social disadvantage. Children's World promotes equality of opportunity by reaching out to groups of people who may be disadvantaged in some way (e.g. members of a Black Minority Ethnic group, people with a disability, people with experience of mental ill health, members of a minority group such as travellers or homeless people).

Create an inclusive, positive and secure environment where staff and families feel confident and safe enough to disclose.

Alert staff and learners to the dangers of radicalisation and to contact a Safeguarding Designated Person if they have any concerns.

Budget decisions and the allocation of resources:

Consider the needs of those on low incomes when setting fees and charges.

Ensure learners from disadvantaged groups or learners from deprived wards have access to free or low cost community activities.

Employment practice:

Meet and exceed all equality legislation and ensure good practice as an employer. Ensure recruitment and promotion for all positions within Children's World are carried out in a manner which reflects equal opportunities practice.

Ensure all interview panels have undertaken training in recruitment and selection practices and procedures.

Monitor the overall Children's World staff and volunteer profile to ensure, where possible, it is diverse and reflective of the Somerset population.

Ensure reasonable adjustments for staff with disabilities are identified and catered for at every stage of employment from recruitment onwards.

Ensure relevant support and training is available for all staff to support the organisations equality and diversity policy.

Ensure appropriate support is available for employees who are carers. This can be through a range of solutions such as flexible working, temporarily or permanently reduced hours, home working (if viable), compassionate leave etc.

Provide regular and supportive line management where employees can discuss any additional needs or support that may be required due to a disability.

Ensure all staff feel supported and safe in their working environment.

#### Activities:

Create visible signs that equality and diversity is valued by Children's World to help raise awareness, foster an inclusive organisation and create a culture of confidence and respect.

Provide opportunities for employees, volunteers and participants to access work and activities in non-traditional ways of learning such as eLearning, blended learning and video conferencing. This may help overcome barriers to learning due to transport, mobility or childcare issues.

Organise activities and community events that bring people from different communities and backgrounds together to promote social inclusion.

Identify and, where possible, remove potential barriers to taking part in Children's World's work and activities e.g. support with childcare, financial support and provision of specialist equipment to aid learning (for people with disabilities), provision of learning support for people with learning needs e.g. dyslexia.

Create an inclusive and diverse range of activities. Children's World aims to plan and deliver a flexible and responsive range of activities that provide a full range of opportunities, engaging learners from a range of different backgrounds and experiences. This includes offering daytime and weekend activities at community venues.

Provide targeted and bespoke activities that meet the needs of individuals and various groups within local communities e.g. specialised activities for children with a range of learning difficulties.

Provide activities that integrate people with learning difficulties or disabilities and encourage positive interaction between different groups, regardless of their: age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation.

Ensure resource materials are free from racist, sexist, ageist, disabling and other discriminatory assumptions, images and language.

Provide a clear Safeguarding Policy to ensure any issues are effectively addressed. Staff will actively challenge discriminatory or bullying behavior in all aspects of Children's World activity and delivery.

#### Premises:

Provide learning environments that are fully accessible and do not present obstacles to people with sight, hearing or other physical/sensory impairments wherever possible.

Provide specialist equipment that supports learners with specific needs e.g. sensory floor.

Choose venues/buildings wherever possible that meet access/egress requirements under the UK's Disability Discrimination Act 1995 (DDA) and the Equality Act 2010.

Use outreach facilities and community venues that provide local learning opportunities, especially within communities that may be disadvantaged or rurally isolated.

#### Partnerships:

Work in partnership with appropriate organisations to engage with disadvantaged or minority groups and/or people from deprived areas and develop appropriate and relevant activities.

Engage with, listen to, and respond to the views of our local communities, current participants and potential participants.

Ensure that the views of ethnic minorities, people with disabilities and other marginalised groups are both sought and heard to enable individual needs to be met.

Hold discussions and community forums with interest groups, specialist agencies and individuals who can help identify unmet needs.

Take positive ongoing action, to develop a range of partnerships in order to engage with learners in specific geographical areas, deprived areas or with learners who are from disadvantaged backgrounds or minority groups.

#### Learner Services:

Meet and exceed all equality legislation.

Children's World treats staff, volunteers and participants, including potential participants, with respect and dignity, providing support and recognition, and promoting access and fair treatment.

Provide a safe, accessible and inclusive environment for all staff, volunteers and participants.

Provide signposting to other specialist agencies to support staff, volunteers and participants, particularly those from protected characteristics, such as Citizens Advice Bureau.

#### Human Resources (HR):

Principles: Children's World is committed to being a workplace where all employees and volunteers are treated as individuals with dignity and respect and where positive challenge to violation of human rights, harassment, victimisation and discriminatory behaviour is part of daily working practice.

Children's World encourages good communication between all employees and volunteers in order to understand the underlying reasons for, and thereby avoid, potential conflicts.

Policies: Children's World's policies and procedures provide all staff, volunteers and participants, and potential staff, volunteers and participants, with equal opportunity without harassment, victimisation and direct or indirect discrimination, because of legally protected characteristics (either by association or perception).

Children's World will prevent detriment arising from disability and comply with its duty to make reasonable adjustments for the benefit of employees and volunteers, and potential employees and volunteers, who have declared a disability.

#### Workplace Practice:

Children's World will not condone behavior at work, near the workplace and at work-related social functions, which discriminates, harasses or victimises staff, volunteers or participants because of legally protected characteristics. The legally protected characteristics are: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This also applies where: a member of staff, volunteer or participant is treated less favourably because they are perceived to have a protected characteristic even if they do not have that protected characteristic or a member of staff, volunteer or participant is treated less favorably because they are associated with someone who has a protected characteristic, even if they themselves do not have that protected characteristic.

#### Duties and Responsibilities:

All employees have a role to play in treating each other as individuals with respect and dignity at all times, taking responsibility for ensuring their own behavior and actions comply with and support the Policy. All employees must aim to avoid potential conflict by identifying problems at an early stage and attempting to deal with them by, for example, talking to the people involved in a non-confrontational way.

#### Equalities Learning:

All Children's World Trustees and Directors have responsibility for ensuring that staff and volunteers understand this policy through induction and further learning and are helped to put that learning into practice.

#### Unwanted Conduct:

Unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual constitutes harassment.

Any employee, volunteer or participant who is found to have committed an act of harassment, victimisation or discrimination to the detriment of other employees, volunteers, staff of suppliers, service participants or members of the public because of protected characteristics, will be subject to disciplinary action.

An employee who feels they have suffered a detriment as a result of harassment, victimisation or discrimination directed at them because of a protected characteristic, or who has witnessed behavior directed at others that has led to such a detriment, will be supported in seeking a resolution.

Trustees and Directors need to seek a resolution promptly and appropriately where they are made aware of behavior or actions and ensure support is provided for all those involved.

#### Third Parties:

Children's World will take such steps as reasonably practicable to prevent harassment by a third party related to a protected characteristic, where Children's World knows, or ought reasonably to know, that an employee, volunteer or participant is at real risk of being harassed by a third party.

For example, Children's World will take seriously allegations from staff, volunteers or participants of deliberate discrimination by staff employed by suppliers and will do all within its powers to ensure the allegations are investigated and appropriate action is taken.

#### Terms and Conditions of Employment:

Children's World will comply with its legal duty to provide equal pay for work of equal value and provide benefits and facilities equally and proportionately to all employees.

Children's World will follow flexible employment policies, which recognise the skills and expertise of employees and the need to retain them. The impact of employment policies and practices will be assessed to identify potential detriment to those with protected characteristics based on perceptions which are irrelevant, or on assumptions unjustifiable in terms of an individual's ability to do a job.

Trustees and Directors will aim to ensure informal working practices do not directly or indirectly disadvantage any employee from accessing opportunities.

#### Recruitment, Selection and Promotion:

Children's World aims to eliminate bias and discrimination in recruitment, selection and promotion practice.

When vacancies occur, Trustees and Directors are expected to consider the possibilities of job sharing, part-time working or other flexible working arrangements. Children's World will not ask job candidates about their health at an early stage in the recruitment process, unless such questions are necessary for:

Establishing whether a candidate is able to comply with a requirement to undergo an assessment for the job and whether reasonable adjustments are needed in respect of this assessment.

Establishing whether a candidate is able to carry out a function that is intrinsic to the work concerned.

#### Monitoring diversity:

Establishing any gaps in employment (Safeguarding Children and Vulnerable Adults).

#### Taking Positive Action

Establishing whether a candidate has a particular disability which is an occupational requirement .

#### Employee Development:

Children's World's Trustees and Directors are expected to take account of equality policy and practice when appraising employees and offering development opportunities in the workplace.

Children's World's Trustees and Directors are expected to ensure opportunities for formal and informal professional development, in-service training and qualifications are open to all and selection is based on open and objective criteria.

#### Positive Action:

Positive Action may include proactive advertising, job and activity design, support networks, mentoring or training.

Children's World will adopt Positive Action to encourage recruitment and improve access amongst those under-represented at all levels if it reasonably thinks that:

people who share a protected characteristic suffer a disadvantage connected to the characteristic, or have needs that are different from the needs of those who do not share that characteristic; or participation in an activity by persons who share a protected characteristic is disproportionately low.

Proportionate steps may be taken to meet their needs or enable or encourage them to overcome or minimise the disadvantage or participate in the relevant activity.

Breaches of Policy:

Any employee found to have breached policy will be subject to disciplinary action.

Workforce Monitoring:

The Trustee with responsibility for HR, in conjunction with the Children's World board of Trustees, is responsible for the operation and monitoring of the policy.

**Reviewed on: 01/11/2023**

**By: Angela Bolton on behalf of Maggie Dear - Vice Chair and Trustee with Responsibility for Human Resources**