



OUTREACH • BARN • FARM • POST 16

Equality, Diversity and Inclusion

Policy Note

For the purposes of this policy, *Orchard Therapeutic Farm (OTF)*, *Orchard Therapeutic Outreach (OTO)*, *Orchard Therapeutic Barn (OTB)*, *Orchard Therapeutic Active (OTA)* will together be referred to as “**the Services**”

This policy applies to all employees, volunteers, trustees, and contractors of the Services, as well as anyone representing Orchard Therapeutic Farm, Orchard Therapeutic Outreach, Orchard Therapeutic Barn or Orchard Therapeutic Active in an official capacity.

Key Principles

Young Person’s Voice	How this applies to Equality, Diversity and Inclusion
I have confidence that the adults who support me understand me, are skilled and work effectively together to best meet my needs	Staff support and understand young people by respecting them as individuals, celebrating their differences and encouraging appropriate participation in the local community.
I receive high-quality, tailored support that sustains my health and wellbeing	Respecting a young person's identity and cultural heritage is an important part of tailored support and also promotes positive self-esteem.

This policy should be read in conjunction with our:

- Dignity and Respect Policy
- Anti-Bullying Policy
- Recruitment Policy

Policy Statement

Policy Aims

The aim of this policy is to ensure that The Services are fully committed to principles and values underlining equality, diversity and inclusion under the Equality Act 2010, promoting equality and diversity as part of recruitment and support provided to young people. The Services will not discriminate (directly or indirectly) against any persons (including staff, potential staff or young people) on the basis of a protected characteristic[s] under the Equality Act 2010. This policy should always be referred to wherever differences of view based on a lack of understanding or prejudice about diversity, equality and inclusion are evident. The commitment to equality, diversity and inclusion is included in The Services' statement of purpose and information produced for the young people under our care.

The UK is a multicultural society, and it is inevitable that young people will come from a variety of different backgrounds; The Services aim to celebrate difference. The Services avoids unequal treatment and recognises that treating people unequally can result in the loss of dignity, respect, self-esteem, self-worth and ability to make choices.

The Services does not assume that equality, diversity and inclusion principles and policies apply only to staff. Young people must also respect the ethnicity, culture, religion, gender and any disabilities of staff and not discriminate against them on any of these grounds when expressing their views and preferences.

The Services makes clear that it finds unacceptable any form of racist and similar discriminatory behaviour from any source. The implementation and management of this policy is the responsibility of the Lane Manager. It is the objective of this policy that there shall be no discrimination towards staff or young people on the grounds of any of the following characteristics, many of which are regarded as 'protected characteristics' listed in Section 4 of the *Equality Act 2010*:

- race or ethnic origin (nationality, heritage, colour)
- religion (creed or belief)
- age

- social class
- political affiliations or beliefs
- disability or impairments
- marital status or parenthood
- gender
- sexual orientation
- employment status
- HIV status
- unrelated criminal convictions
- commitments as a carer or responsibility for dependents.

Legal framework

This policy is underpinned by:

- Equality Act 2010 (including the Public Sector Equality Duty, s.149)
- Children and Families Act 2014
- SEND Code of Practice (2015)
- Human Rights Act 1998
- Keeping Children Safe in Education (DfE)

Definitions

Equality: Treating people fairly and giving equal access to opportunities and resources, regardless of personal characteristics.

Diversity: Recognising, valuing and respecting differences in culture, background, identity and perspective.

Inclusion: Removing barriers so everyone can participate and belong.

Discrimination: Unfair treatment of individuals or groups based on protected characteristics.

Protected characteristics (Equality Act 2010): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Harassment: Unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation: Unfair treatment because a person made or supported a complaint about discrimination or harassment

Procedure for reporting instances of discrimination

If a young person or staff member experiences any form of discrimination based on the characteristics listed above, please contact the registered manager.

The Lane Manager will record, investigate and in some instances escalate the incident to the police (see 'hate crimes' below).

Hate Crimes

Crimes committed against someone because of their disability, transgender-identity, race, religion or belief, or sexual orientation are hate crimes and should be reported to the police.

Hate crimes can include:

- Threatening behaviour
- Assault
- Robbery
- Damage to property
- Inciting others to commit hate crimes
- Harassment
- Online abuse.

Hate crime can also be reported online

Third-party harassment

This occurs when staff is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or young people. The Services will not tolerate such actions against its staff, and the employee concerned should inform their manager at once that this has occurred. The Services will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

- **Learners, staff and stakeholders** may raise concerns via the Complaints Policy or by speaking to a Designated Safeguarding Lead or senior staff member.
- **Incidents of discrimination:** report to the **Line Manager** in the first instance. The Line Manager will record, investigate and, where appropriate, escalate (including to the police in hate-crime cases).
- Staff who raise concerns in good faith will be protected from detriment under our whistleblowing arrangements.

Young Persons

The Services welcome any young person and does not discriminate in any way towards gender, race or ethnic origin, creed, colour, religion, and disabilities or impairments. Our staff will treat each and every young person as an individual who has individual needs; this will include special educational needs where appropriate.

The Services demonstrate its commitment to equality, diversity and inclusion by:

- respecting young peoples' ethnic, cultural and religious practices

- reassuring its young people that their diverse backgrounds enhance the quality of experience of the service
- accepting young people as individuals, not as cases or stereotypes
- involving young people in expressing their individuality and following their preferred lifestyle, also helping them to celebrate events, anniversaries or festivals which are important to them as individuals
- showing positive leadership and having management and human resources practices that actively demonstrate a commitment to equality and diversity principles
- developing an ethos throughout The Services that reflects these values and principles
- expecting all staff to work to equality and diversity principles and policies and to behave at all times in non-discriminatory ways
- providing training, supervision and support to enable staff to do this
- having a code of conduct that makes any form of discriminatory behaviour unacceptable; this is applicable to both staff and young people and is rigorously observed and monitored accordingly
- carrying out regular assessments of the impact of our approach to equality, diversity and inclusion on policies, young people and the overall provision of service.

The Services' activities and daily routines are planned to ensure equal opportunities for all young people. Resources such as books etc address equal opportunities and management recognise and accommodate customs, festivals, and practices from different religions and ethnic backgrounds. Staff promote an ethos of equality and encourage each young person to develop a non-judgmental approach to life.

The Services recognise and respect special catering requirements with respect to planning menus, and staff training includes an awareness of those foodstuffs that may be prohibited by religion, faith, or culture.

Management practices are constantly reviewed in order to challenge and eliminate discriminatory practices relating to the issues listed above.

Language and Communication

Language and communication are often the most notable barriers to getting information across for those whose first language is not English. The Services will therefore endeavour at all times to provide important information to each young person in writing, in a language relevant to them. If necessary, The Services will involve an interpreter or other language professional to assist with clear communication.

Leisure and community

Young people are supported by staff to understand what local leisure and other community, linguistic, cultural or religious services are available and support / encourage them to be accessed, where appropriate.

Placement planning

As part of the placement planning process, the Line Manager and local authority will have regard to the Equality Act 2010 and jointly endeavour to ensure the cultural heritage of a young person is respected and that no young person is unfairly treated or stigmatised.

Employees (Staff)

The Services are an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. As such, The Services are committed to adopting, implementing, and monitoring a Policy of Equal Opportunities for all employees to ensure a total absence of discrimination in the workplace and that equal opportunities do genuinely exist.

In this respect, employees with disabilities will only be prohibited from positions where the job duties involve activities that would make it impossible or inherently hazardous to perform. This will be achieved in full compliance with the *Equality Act 2010*.

Recruitment and selection

- The recruitment and selection process is crucially important to equal opportunities. The Services will endeavour through appropriate training to ensure that selection and recruitment decisions will not discriminate, whether consciously or subconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this procedure.
- Job descriptions, where used, will be revised to ensure that they are in line with these equal opportunity objectives. Job requirements will be reflected accurately in any person specifications.
- The Services will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- The Services will not confine recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do the job.

- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- More than one person will carry out shortlisting and interviewing where possible.
- Interview questions will be related to the requirements of the job and will not be of any discriminatory nature.
- The Services will not disqualify any applicant because they are unable to complete an application unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

The Services provide for any employee who believes that they have been treated unfairly within the scope of this policy to address the matter through a documented and established Grievance Procedure.

No employee will be refused a reference on the basis of a protected characteristic. Concerns about unfair treatment can be raised through the Grievance Procedure.

Education and Training

Education and training are key elements in The Services' objective to provide support on an equal, non-discriminatory basis. All employees will therefore be provided with a copy of this policy (together with related policies) at the time of their arrival at The Services, and as part of their induction training.

The Services will also provide additional training on diversity in proportion to the number of service young people from different racial or cultural backgrounds. Underpinning this training are the following principles of good practice:

- acknowledging individual beliefs and identity
- working in an anti-discriminatory way
- supporting individual rights and choices
- communicating effectively
- providing and gathering important information
- maintaining the confidence of those being supported, including respecting their views and rights and confidentiality
- developing empathy.

The Services wish to ensure that providing equal treatment is a positive "second nature" message. Employees will, however, be advised that any conduct that

contravenes the spirit and purpose of this policy will be subject to disciplinary action and sanctions, including dismissal from their employment.

Monitoring and Review

The Line Manager will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

Employees are invited to suggest any ways the policy can be improved.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

After reading this Policy, you should be able to:

- Understand what Equality, Diversity and Inclusion is and how the Equality, Diversity and Inclusion policy operates.
- Understand how Equality, Diversity and Inclusion operates at Orchard Therapeutic services and have an awareness of the actions we take in preventing, identifying and reporting concerns.
- Understand the role you play in Equality, Diversity and Inclusion.

If you have not understood any of these points, please ask your Line Manager or trainer for further help.

Policy Review

A CEO will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed upon by the CEO.

All employees are expected to follow this policy and failure to do so could result in disciplinary action.



Ludivine Parmentier

Chief Executive Officer