



Doncaster Children's
Services Trust

Organisational Development and Human Resources

Equality, Diversity & Inclusion Policy

Lead Head of Service	Date Equality Impact Assess Completed	Date Approved by Trust Board	Implementation Date	Version Number	Issue Date	Review Date
Lorraine Eastham	September 2016	21 September 2016	October 2016	1	1	August 2017

Requirement	Action
Who should be aware of the policy and where to access it?	All employees
Who should understand the policy?	All employees
Who should have a good working knowledge of the policy?	All managers, HR and Staff Side representatives.
Whether the policy should be included in the General Trust Induction Programme and / or departmental specific induction programme?	Yes
Where is the policy available?	On the Trust intranet – Human Resources Section.
Process for monitoring effectiveness of this document?	Monitoring within the OD & HR service and notification to the Trust Board
Groups / Persons consulted?	Trust Board / Executive Task Committee Chief Executive Meeting Staff Trade Unions
Training	Mandatory training for all staff Managers License Trade Union.

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1.0 INTRODUCTION

As a Trust we are committed to promoting equality, valuing diversity and working inclusively across our entire organisation. This will be done by encouraging respect and actively looking to gain different perspectives by embracing a culture where everyone is treated as equal regardless of their age, sex, race, disability, sexual orientation, gender identity, ethnicity, nationality, religion or belief, employment status or social class. We have a **zero tolerance** approach to bullying, harassment and victimisation and have due regard to advancing equality and diversity, this policy supports the Trust's vision and key principles.

We will demonstrate these principles in our behaviours and practices – as an employer, as a service provider and as a campaigning organisation for children, young people and families in Doncaster;-

- We will pro-actively and positively involve children and young people in the service design and delivery of our work.
- Every manager will ensure that we provide an inclusive working environment that respects and values the diversity of our employees, volunteers, partners and of the people who use our services.
- We will improve and enhance the diversity of our workforce and encourage everyone to achieve their full potential and aim to have a senior leadership team that reflects the broadest possible diversity.
- By 2019 we will be recognised as the benchmark Children's Services Trust for equality and diversity and an employer of choice for employees and volunteers within the sector.
- Children, young people, parents and stakeholders will understand our commitment to advancing equality and diversity and the benefits of working inclusively can deliver.

This equality, diversity and inclusion policy provides clear guidance which enables us to build on the progress we have made as a Trust along with embedding our commitment to equality, diversity and inclusion in practice and all that we do.

2.0 THE PURPOSE

- 2.1 The purpose of this policy is to provide all employees, volunteers, visitors, children, young people and carers with an understanding of the Trust's aim to be a respectful organisation.

3.0 SCOPE

- 3.1 This policy applies to all employees, volunteers, visitors children, young people and carers to the Trust, regardless of role, location or contractual status.

4.0 GUIDING PRINCIPLES

- 4.1 Doncaster Children's Service Trust (DCST) is committed to achieving equality of opportunity in our employment practices and provision of services.
- 4.2 The policy is explicitly linked to the requirements of the Trust as an employer and provider of services in adhering to the Equality Act 2010 which clearly defines how we manage our relationships with staff and prospective staff.
- 4.3 This publication is a living document intended to provide employee's, partners, key stakeholders, service users and providers of services, as well as professionals in general with information relating to DCST position on Equality Diversity and Inclusion. Please note that the content of this document is updated at regular intervals. Users should ensure that they have the most recent version at hand for consultation purposes at www.doncasterchildrenstrust.co.uk and on the Intranet.
- 4.4 We want our staff, our partners and our children, young people and carers to be treated with respect and dignity, this will be done by ensuring our staff are trained appropriately and supervised to ensure different cultures, perspectives and experiences are at the heart of the way we work.
- 4.5 We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents to improve outcomes for vulnerable children and young people living in the Borough of Doncaster. At Doncaster Children's Service Trust we are guided by our values:

Be excellent Be respectful Make a difference

in everything we do, and recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference to the lives of children and young people.

- 4.6 We seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning. We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.
- 4.7 This policy and the guidance contained within this document, covers all individuals working at all levels and grades, including Board members, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, volunteers, casual workers and agency staff (collectively referred to as **staff** in this document).
- 4.8 As well as accepting its responsibilities under current legislation, we are committed to addressing inequality where we are able to and use policies and processes to make Doncaster Children's Service Trust a diverse and dynamic workplace. We understand that equalities extend into all of the services we provide as well as in our employment policies and practices. We recognise that people can be

discriminated against and disadvantaged in employment, and that passive policies may not reverse this discrimination and disadvantage. We will take steps to ensure equality of opportunity in employment through positive action.

5.0 EQUALITY IMPACT ASSESSMENT

- 5.1 The Trust is committed to ensuring that, as far as is reasonably practicable, the way in which services to the public are provided and staff are treated reflect their individual needs and do not discriminate against individuals or groups on the basis of any ***'protected characteristic'***
- 5.2 Equality Impact Assessments (EIAs) assess the likely or actual effects of policies, functions or services on people with a protected characteristic and help to ensure their needs are taken into account.
- 5.3 In developing and implementing new policies, functions or services or when changes are being made to a current policy or service, the relevant manager will complete an equality impact assessment at the earliest opportunity, in accordance with the Trust's EIA guidance document.
- 5.4 In Summary and as far as possible, negative consequences for a particular group or sector of the community should be eliminated, minimised or counterbalanced by other measures. Any action plan to minimise, reduce or eliminate negative impact will be kept under review and progress monitored by the manager responsible for the service. Help and advice in undertaking EIA's is available from HR & OD Team.

6.0 RESPONSIBILITIES

6.1 Managers

Managers must ensure that all staff are aware of the standards of behaviour and conduct expected of them at work and should set an example.

Managers must also ensure that they apply standards ***fairly and consistently***.

6.2 Employees (including volunteers, children, young people, carers, visitors)

If any employee feels that they have been subjected to discrimination, or victimisation, as defined within these guidelines, they should first speak to their line manager or service manager for volunteers, children, young people, carers or visitors wherever possible. They may also wish or prefer to speak with their trade union representative, or other employee representative. A member of staff may also use the Trust's grievance procedure to take action to seek a resolution to an issue, but it is recommended that informal channels are exhausted first. The promotion of excellent practice in equality and diversity will be central to all aspects of service and all DCST staff are responsible for ensuring all our service user children young people and families are at all times treated with dignity and respect.

7.0 LINKED POLICIES

- Disciplinary Policy
- Paternity and Shared Parental Leave Policy
- Protection from Harassment and Bullying Policy
- Attendance Matters Policy
- Recruitment & Selection Policy
- Whistleblowing Policy
- Flexible working Policy
- Grievance Policy
- Health & Safety Policy
- Safeguarding Children and Young People Procedure
- The Prevent Duty

8.0 VERSION CONTROL

Version	Date	Author(s)	Status	Comment
1	21-09-16	Marcus Isman	Pre ratification	