

EQUAL OPPORTUNITIES, **EQUALITY AND DIVERSITY POLICY**

EQUAL OPPORTUNITIES, EQUALITY & DIVERSITY

Aim

Kidz Zone Club 'Future Apprenticeships' Equality & Diversity Strategy provides a framework to help the company deliver equality and diversity for all its staff, students and service users.

It aims to remove barriers in order to create a culture of inclusiveness. It recognises that some groups or individuals may have experienced discrimination in society and is committed to challenging discrimination in all aspects of its work.

Kidz Zone Club 'Future Apprenticeships' recognises its work and involvement with other stakeholders and seeks to promote positive practices whether they are with contractors, delivery partners, employers or learners.

Kidz Zone Club 'Future Apprenticeships' has robust methods of collating data re: equality and diversity and analysing this data to inform business practice and actions within our company.

There may be situations where some specialised posts are only suitable for people with particular skills, but consideration must be given to all.

In addition to the above any member of staff breaching the company's equality and diversity policy will be treated as an act of misconduct.

All Kidz Zone Club 'Future Apprenticeships' staff delivering apprenticeship training will be subjected to ongoing evaluations regarding equal opportunities and diversity. All students will have the opportunity to feedback during and at the end of any course programme(s).

Our Equality and Diversity policy is reviewed annually. The next planned review of this policy is April 2023 if legislation, new practices occur in relation to Equality and Diversity then we will review this policy sooner.

The strands are as follows:

-Ethnicity -Gender -Disability -Age -Faith - Sexual Orientation
-Transgender -Pregnancy and Maternity -Marriage and Civil Partnership

Types of Discrimination

- Direct Discrimination
- Indirect Discrimination
- Harassment
- Failure to make reasonable adjustments
- Victimisation

Equality & Diversity Strategy

Kidz Zone Club 'Future Apprenticeships' believes and recognises that the diversity of our population is one of our greatest strengths and assets. As an organisation we are:

- Committed to achieving equality & diversity in both the delivery of training services and employment practices
- not promoting or endorsing less favourable treatment on the grounds of:
 - Gender - Ethnicity or Race – Disability - Sexual orientation - Transgender
 - Age - Religion or belief - Pregnancy and Maternity - Marriage and Civil Partnership
- Ensuring that service delivery and the election of suppliers and delivery partners follow these principles of Equality & Diversity
- Ensure that all our staff receive Equality and Diversity training annually and promote this policy with all learners / apprentices and employers
- Following a recruitment process based on good employment practice and free from bias.
- Ensuring that we act promptly to investigate any complaints about employment practises and service delivery and pursue corrective action as appropriate
- Committed to the monitoring of participation and achievement by individuals from all backgrounds
- Committed to promotion of Equality and Diversity within our training programmes such as Apprenticeships and integration of E&D within our curriculum and reinforcement of equality and diversity with apprentices and employers we work with

Management of the Scheme

The Equality Programme has the commitment of the management of Kidz Zone Club 'Future Apprenticeships'. Of the Senior Management Team direct responsibility of the scheme lies with the Directors. We aim to promote a culture of respect and dignity with all employees through effective implementation of policies and procedures. Kidz Zone Club 'Future Apprenticeships' will review policies on a twelve-month cycle.

Kidz Zone Club 'Future Apprenticeships' will also undertake to communicate to its provider base equality and diversity issues, to raise awareness regarding behaviour expected of all employees.

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Race Equality Policy Statement

Kidz Zone Club 'Future Apprenticeships' welcomes staff, learners and stakeholders and other specialist agencies from all ethnic backgrounds. Kidz Zone Club 'Future Apprenticeships' sees diversity amongst its users as a positive experience and encourages contributions from all groups. It recognises the diversity of the community it serves and aims to treat everyone as an individual. It recognises that minority ethnic people and communities are not homogenous. Different communities and individuals within these communities have differing needs. Needs should not be defined by stereotyping or presumptions.

Kidz Zone Club 'Future Apprenticeships' seeks to promote opportunity for staff, learners and stakeholders regardless of race or ethnic origin.

To this end it has

- Reporting systems that identify different ethnic groups
- Links with external organisations in the promotion of opportunity and treatment of difference groups.

Kidz Zone Club 'Future Apprenticeships' recognises that equality treatment is demonstrated in many ways. It reviews its marketing materials, to promote inclusivity. It also reviews its policies and procedures on an annual basis through the Quality Group and, as part of the process carries out impact assessment of them and any proposed changes to them on a quarterly basis.

Disability Equality Policy Statement

Kidz Zone Club 'Future Apprenticeships' welcomes disabled learners and aims to provide, to the best of their ability, support which allows them to achieve their potential.

Kidz Zone Club 'Future Apprenticeships' places great emphasis on access to education and training and supports the view of inclusion and supporting ways of incorporating staff and learners into its community by facilitating access. All reasonable anticipatory measures are made to ensure staff and learners with disabilities are not treated less favourably as a result of impairment.

Gender Equality Policy Statement

Kidz Zone Club 'Future Apprenticeships' is committed to working to eliminate gender inequality and harassment and to promote equality of opportunity for all regardless of gender. It seeks to treat staff equally regardless of gender. It will respond to issues relating to job evaluation, maternity and paternity pay or promotion of equality and investigate fully its practises should they be the subjects of an enquiry.



Kidz Zone Club 'Future Apprenticeships' will also seek to adopt systems that allow for career development of staff/ sub-contractors and seeks to eliminate barriers to equal pay.

Kidz Zone Club 'Future Apprenticeships' welcomes applications from staff irrespective of their sexual orientation (heterosexual, homosexual, bi-sexual or other). Everyone is regarded as an individual and Kidz Zone Club 'Future Apprenticeships' recognises the contributions an individual makes to the workforce.

Transgender Equality Policy Statement

Kidz Zone Club 'Future Apprenticeships' welcomes applications from staff that has had or is undergoing re-assignment of gender (through surgery and recognised in law as a new gender not registered at birth) or gender preference (individuals choosing to live under a gender different than that biologically recognised).

Age Equality Policy Statement

Kidz Zone Club 'Future Apprenticeships' will not discriminate against any individual on the basis of age. Criteria relating to suitability will be based on appropriate skills to undertake a course of particular employment. Kidz Zone Club 'Future Apprenticeships' will negotiate with staff an appropriate time for retirement with an overall nominal retirement age framework. As a responsible employer we will ensure that age will not be a determining factor in our selection process or in any other employment practise. Kidz Zone Club 'Future Apprenticeships' work with young and old and want to make sure that their collective contribution is valued. It wishes to promote an age diverse workforce and create a culture that values the contribution of all age groups.

Cultural & Religious Needs Policy Statement

Kidz Zone Club 'Future Apprenticeships' welcomes staff applications regardless of religion or belief. Everyone is regarded as an individual, and Kidz Zone Club 'Future Apprenticeships' recognises the contribution that they bring to the diversity of its staff. It will not knowingly give preferential treatment to any particular faith group and will endeavour to provide reasonable support to staff in carrying out their religious practises such as in the provision of a quiet room for prayer and main religious festivals that directly affect the individual.

Pregnancy and Maternity

Our company's **maternity leave policy** outlines our provisions for women employees who are expecting a child and/or require time to care and bond with their newborn.



The company endorses the right of its employees to become parents. We are also aware that pregnancy or caring for an infant or a newly adopted child may cause difficulties for them in relation with their job duties. We are, therefore, prepared to support pregnant employees and allow new mothers enough time to recover from childbirth and care for their child.

The company will offer at least the minimum benefits mandated by law and this policy is merely complementary to the existing legal guidelines.

Marriage and Civil Partnership

Under the Equality Act marriage is defined as people who are married in a legally recognised union- either an opposite-sex or same-sex or people in a civil partnership- a legally recognised and registered relationship between two people of the same sex only. Being married or in a civil partnership is **NOT** a protected characteristic for the further and higher education provisions and so does not extend to cover students.

In relation to employment, if the protected characteristic is marriage and civil partnership, direct discrimination only covers less favourable treatment of a worker because the worker themselves is married or a civil partner. Single people and people in relationships outside of marriage or civil partnership (whether or not they are cohabiting), are not protected from direct discrimination because of their status. There is no protection from direct discrimination by association or perception or harassment. However, harassment related to civil partnership could amount to harassment related to sexual orientation.

Religion and belief in the workplace

Kidz Zone Club 'Future Apprenticeships' seeks to balance the religion or belief needs of an employee with the legitimate needs of the business and the interests of others. In general, the fact that someone else might not share a religion or belief or be opposed to it does not mean that the employee is automatically to be barred from having their request granted.

To reach a fully considered, balanced, and reasonable conclusion, we consider, amongst other factors:

- the cost, disruption and wider impact on business or work if the request is accommodated
- whether there are health and safety implications for the proposed change
- the disadvantage to the affected employee if the request is refused
- the impact of any change on other employees, including on those who have a different religion or belief, or no religion or belief
- the impact of any change on customers or service users
- whether work policies and practices ensure uniformity and consistency are justifiable

We always attempt to find solutions to managing religious issues in the workplace, it is better to try to achieve a solution than to pursue litigation. Employees may assert the right to discuss their personal beliefs in the workplace and we do not prevent such conversations, unless to do so is a proportionate means of achieving a legitimate aim; for example, if the conversations amount to harassment of other people. Harassment is defined in this context as unwanted

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conduct that is reasonably viewed as violating dignity, intimidating, hostile, degrading, humiliating or offensive to other people.

Kidz Zone Club 'Future Apprenticeships' may be justified in limiting the freedom of employees in promoting their beliefs at work when this involves someone in a powerful position acting inappropriately towards someone in a **vulnerable** or subordinate position.

If some employees wish to opt out of the performance of some of their duties due to their religion or belief (known as conscientious objection), this is explicitly permitted by law in certain specific situations. However, the law is clear that when someone is providing a public service, they cannot, because of their religion or belief, discriminate unlawfully against customers or service users.

Kidz Zone Club 'Future Apprenticeships' considers the circumstances of every request from an employee to opt out of part of their job requirements but is not required either to accept or reject such a request automatically. We may allow employees to opt out of part of their jobs to accommodate religion or belief objections in certain circumstances. This may be where other employees can cover for the employee making the request, so it does not affect the effectiveness of the organisation or the provision of the service to the public.

See Equality and Human Rights Commission Statutory Equality Act 2010 Code of Practice for employers, available at www.equalityhumanrights.com

Inclusive Practice Policy Statement

The principles of inclusion are access, participation and support. They guide our decisions and actions.

Inclusion encourages the development of real relationships, a sense of belonging for all young people and respect for dignity and equality. Young people of all abilities learn from each other. Experiences and routines are adapted so all can participate actively and meaningfully. Support, when required, are provided in natural environments with peers.

Kidz Zone Club 'Future Apprenticeships' accept that each young person is unique with a range of abilities and variety of needs. Individual abilities are considered, and their needs are met so everyone develops to their fullest potential. This is done with a supportive approach that builds on each young person's strengths.

All delivery staff at Kidz Zone Club 'Future Apprenticeships' are aware of each young learner's developmental goals and the support needed to achieve them.

Goals are written in the young learner's ILP and monthly reviews are incorporated into the programme. The staff are responsible for meeting the needs of all young learners in their care.

Inclusive practice ILP/review goals are most effective when:

- All young learners, including young learners with additional support needs, are valued, active participants in group and social activities and in the programme's experiences and routines.
 - Positive attitudes are demonstrated by the staff when making changes to accommodate all young learners
 - All staff are aware of the goals of young learner's ILP/reviews and support them in everyday activities and work programmes.
 - Staff work as a team with other professionals to develop, carry out and review ILPs/reviews for young learners with additional support needs
 - Staff pursue specific training in inclusive practise

Monitoring, Reporting, staff training and promotion of Equality and Diversity

Kidz Zone Club 'Future Apprenticeships' sets its own Equality & Diversity Impact Measures (EDIMs), to monitor both network providers and to measure engagement in our own direct delivery. To oversee this process, Kidz Zone Club 'Future Apprenticeships' has a staff member (Luke Dunstan) who takes lead responsibility for the promotion and development of equality and diversity across the organisation. This includes collaborative activity to promote diversity across all curriculum areas. Relevant policies and practises regarding selection for training and personal development are regularly reviewed.

All staff receive annual Equality and Diversity Training. This is online training is reinforced through attendance at workshops / events as part of CPD. All staff are tested on Equality and Diversity regulations and promote Equality and Diversity to all stakeholders through various means / channels.

We reinforce Equality and diversity engagement with our staff / learners via regular insight surveys and via our Equality and Diversity staff forum.

As part of our recruitment process during the interview stage prospective candidates are asked to demonstrate their knowledge and understanding of Equality Diversity (i.e. what they feel it means, why is it important, and how would they implement into their role if they were successful).

Equality and Diversity in our Apprenticeship Delivery

All learners and employers receive a Kidz Zone Club 'Future Apprenticeships' learner and manager handbook. This details responsibilities and our approach to Equality and Diversity and how we promote it throughout our programme. This includes:

- Testing knowledge of Equality and Diversity during quarterly formal progress reviews with apprentice / employer
- Embedding and contextualising Equality and Diversity within our curriculum i.e., Sports Coach apprenticeship standard
- Equality and Diversity scenario's that are discussed with students during reviews
- Commitment to Equality and Diversity when recruiting apprentices on behalf of employers with specific reference to E&D within job roles / interview processes.

The Company will take any complaint seriously and will seek to resolve any grievance, which it upholds. No one will be penalised for raising a grievance, even if the grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Relevant legislation which needs to be considered

- *Disability Discrimination Act 1995*
- *Disability Discrimination Act 2005*
- *Race Relations (Amendment) Act 2000*
- *Race Relations Act 1976*
- *Sex Discrimination Act 1975*
- *Civil Partnership Act 2004*
- *Equality Act 2005*
- *Civil Partnership Act (Amendment) 2005*
- *Disability Discrimination Act (Amendment) 2003*
- *Employment Equality (Religion or Belief) 2003*
- *Employment Equality (Sexual Orientation) 2003*
- *Employment Equality (Age) 2006*
- *Race Relations Act 1976 (Amendment) 2003*
- *Race Relations Act 1976 (Statutory Duties) 2001*
- *Employment Equal Treatment Framework Directive 2000*
- *Equal Treatment Directive 2006*

All of the above are encompassed by one piece of legislation, the Equality Act of 2010.

Endorsed by the Directors of Kidz Zone

Policy Review Date April 2022

This policy is reviewed April 2023.



Signed

Name: Scott McCafferty

Title: Director