



Policy Status:	Compulsary
Review Cycle:	3
Policy Reference:	

Review Date	Author	Change History
01/02/16	AB	Approved
16/11/16	AB	Reference to EAL and other factors added
22/11/16	AB	Inclusion Policy Statement integrated to this policy. Policy renamed (services) to distinguish from policy affecting employment
Review Date 22/11/19		

Equality and Diversity (Services) Policy

Contents

1. Policy Statement	2
2. Authority & Context.....	2
3. Scope.....	2
4. Inclusion.....	3
5. Policy Content	3
6. Monitoring	4
7. Employment Related Matters.....	4
8. Learners / Pupils and other beneficiaries	5
9. Publicity.....	5
10. Positive Action	5
11. Meeting Our Duties.....	6
12. Accountabilities.....	6
13. Complaints Procedure.....	6

14.	Breaches of the policy.....	6
15.	Definitions.....	6
16.	Policy Review	7
17.	Associated Documentation.....	7

1. Policy Statement

Our vision is for Manchester Settlement is to be a successful, recognised, prosperous charity that fully utilises the creativity, innovation and talents of its people placing us at the leading edge of the sector’s in which we work and making us one of the best places to work, study and visit. We want to create a supportive and inclusive environment where everyone can reach their full potential and have a real choice to participate in and contribute to our activities and processes, without prejudice and discrimination.

Our aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; or unrelated criminal convictions.

2. Authority & Context

Manchester Settlement is committed to eliminating discrimination and encouraging diversity amongst staff and service users. Our aim is to have a workforce that is representative of the local community. All employees whether part time, full time or temporary will be treated fairly and with dignity and respect. All employees will be encouraged and supported to develop their full potential and their contributions fully utilised to maximise the efficiency of the College.

The Equality and Diversity Policy will be available to everybody, including the Board of Trustees, Managers, Staff, Beneficiaries, and the community via the organisation’s web site.

Manchester Settlement will ensure that information about this policy is included in all beneficiary, staff and external information to provide guidance in taking part and working at Manchester Settlement in order to encourage each person to own the responsibility of promotion and implementation of Equality and Diversity throughout the College.

As part of its responsibility as an employer we will ensure that all staff receive appropriate information on their rights and responsibilities in relation to Equality and Diversity Legislation and the College’s Equality and Diversity policies and procedures. All aspects of our service provision, to both internal and external customers, are covered by the Equality & Diversity Policy which should be read in conjunction with our Equality and Diversity objectives.

3. Scope

This Policy will apply to all full time, part time and temporary staff, volunteers, service users, visitors and contractors.. In ensuring that this policy is fully effective the charity

undertakes to work in partnership with employees and beneficiaries in its development and implementation.

4. Inclusion

Everyone is welcome to attend the Manchester Settlement. We aim to provide inclusive services and meet the individual needs of all people who may wish to use the New Roundhouse centre. We are committed to working in partnership with people and other organisations to meet the needs of all individual centre users within a scope of Health & Safety requirements.

We recognise that some people may need additional support to be fully included. Manchester Settlement is based on the ground and first floor in a 3 level building with ground-floor access at the front of the building and an accessible toilet.

Please use our Reception Staff to let us know if you or anyone in your care has additional or specific needs. Any information you provide will be treated confidentially.

If you wish, prior to you or anyone in your care attending Manchester Settlement we will be happy to discuss with you how any additional needs can be best met. If Necessary we can work with individuals/carers to contact other appropriate agencies to attempt to secure either additional staffing or equipment to ensure an individual's needs are met within Health & Safety requirements.

5. Policy Content

Manchester Settlement works actively to make progress in the following areas:

Direct Discrimination

Ensuring that no person is treated less favourably than others on the grounds of Race, Age, Disability, Gender Reassignment, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity/Paternity.

Indirect Discrimination

Ensuring that no criterion, provision or procedure which applies equally to everyone has a disproportionate adverse effect on people from any disadvantages group covered by the protected characteristics in the Equality Act 2010.

Harassment (including Bullying)

Ensuring that no person is subjected to unwelcome or inappropriate behaviour that undermines, demeans, offends, insults or injures them; creates an unpleasant working or learning environment; and/or threatens their job security, promotion prospects or the outcome of their studies. This Policy should be read in conjunction with the Anti-Bullying Policy, which provides detailed guidance on how we support staff and service users complaining of bullying or other forms of harassment.

Widening participation

Encouraging maximum access to the full range of services and programmes we deliver, for people of all social backgrounds and cultures. This includes monitoring patterns of recruitment to projects and working to ensure that recruitment is based solely on learner needs and aptitudes. Where recruitment is based upon referral from other organisations or panels, we will report our equality information back to those agencies.

We will also seek to deliver new services to meet the needs and interests of an ever wider range of people.

Inclusive Learning and Support

Providing support to enable individual learners /pupils of different needs to progress through the formal and informal curriculum towards successful achievement.

Celebrating Diversity

- Recognising and reflecting the positive contributions of people of different social background, cultures, religions, abilities, ages, gender and sexual orientation.
- Manchester Settlement will actively promote staff training and development in equality and diversity for all employees.
- Manchester Settlement will monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote equality and diversity.
- Manchester Settlement will develop partnerships with organisations and groups to help develop equal opportunities and positive action projects for the benefit of the wider community.
- Manchester Settlement will ensure that marketing strategies reflect equality and diversity good practice and that our provision is actively and appropriately promoted to all sections of the community.

6. Monitoring

We undertake to conduct comprehensive and effective monitoring of all aspects of staffing and beneficiaries.

Monitoring will be undertaken in accordance with best practice recommendations, particularly from bodies such as the Equality and Human Rights Commission and with regard to data protection principles. The outcomes of such monitoring will be reported on to the Board of Trustees.

7. Employment Related Matters

Manchester Settlement is committed to the collection of statistics, analysis of data and presentation of data as well as monitoring on an ongoing basis as employment policy and practices change. Our specific Equal Opportunities in Employment Policy should be read for matters of this nature.

8. Learners / Pupils and other beneficiaries

Manchester Settlement will monitor all beneficiaries in order to inform the setting of targets and the measurement of progress in achieving them. For example, in appropriate areas such as

- Attendance
- Retention/ Exclusion rates
- Achievement rates
- Additional Learning Support factors
- English as an Additional Language factors
- Looked After Children factors
- Free School Meals factors
- Progression
- Disciplinary action
- Complaints
- Learner feedback

9. Publicity

Manchester Settlement will ensure that its Equality and Diversity :Policy, and Equality Objectives are publicised as widely as possible to its community.

10. Positive Action

Manchester Settlement undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision revealed by monitoring.

Positive action, allows us to:

- provide facilities or services (in the form of training, education, or welfare) to meet the particular needs of people from under-represented groups;
- target job training at particular groups that are under-represented in a particular area of work;
- encourage applications from groups that are underrepresented in particular areas of education or work.

Positive action strategies must be kept under regular review, and they cannot be used once the particular needs have been met, or if under-representation no longer exists. We will ensure that when using positive action as a strategy, it falls within the law.

11. Meeting Our Duties

The Equality Act 2010 replaced previous anti-discrimination laws with a single Act. Manchester Settlement as an independent organisation is not required to meet the expectations of the Public Sector Equality Duty.

Manchester Settlement is committed to complying with all relevant UK and EU directives as required.

12. Accountabilities

- All employees have a responsibility for implementing the Equality & Diversity Policy and promoting equal opportunities in all aspects of their work.
- All employees are personally responsible for their own acts of discrimination, harassment or victimisation carried out during their employment, whether or not the employer is also liable

Specifically

- The Trustees are responsible for promoting Equality and Diversity on behalf of the organisation. They are also responsible for ensuring that effective policies and procedures are in place to continuously improve the quality of equal opportunities.
- All Managers of the organisation are responsible for promoting Equality & Diversity, and for improving the equal opportunities performance of their individual department.
- All adult learners/ beneficiaries are personally responsible for their own acts of discrimination, harassment or victimisation.

13. Complaints Procedure

Any learner/potential learner, job applicant, member of staff or partner organisation may raise either formally or informally complaints of unfair or discriminatory treatment. Manchester Settlement will deal with all complaints fully and sensitively within our complaints procedures.

14. Breaches of the policy

In the event that staff or others are alleged to be in breach of this Equality & Diversity Policy an investigation will be carried out in accordance with agreed procedures, including where appropriate, disciplinary procedures.

15. Definitions

Manchester Settlement operates within a set of agreed Equality & Diversity definitions, which can be found at Appendix 1.

16. Policy Review

This Policy will be monitored and reviewed every two years or earlier if necessary to meet changes in equality legislation and best practice. We will measure, review and reinforce the effectiveness of the policy through

- The Strategic Plan
- The cycle of Self Assessment
- Departmental Plans
- Staff and learner surveys and data analysis
- Collecting and disseminating good practice
- Monitoring activity

17. Associated Documentation

- Appendix 1 Equality & Diversity Definitions

18. Appendix 1 – Definitions

The Equality Act defines equal opportunities as "the prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions." It means providing relevant and appropriate access for the participation, development and advancement of all individuals and groups

We adopt the European Human Rights Commission definitions of the protected characteristics as follows:-

- Age: Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
- Disability: A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
- Gender reassignment: The process of transitioning from one gender to another.
- Marriage and civil partnership: Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.
- Pregnancy and maternity: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
- Race: Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
- Religion and belief: Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a

belief should affect your life choices or the way you live for it to be included in the definition.

- Sex: A man or a woman.
- Sexual orientation: Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes