



Equality Policy

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Version I July 2006					
Version II November 2009					
Version III October 2010					
Version IV January 2014	21.2.14	Approved	12.3.14	Approved	April 2015



1.0 General statement

1.1 Children in Wales is committed to supporting, developing and promoting equality and diversity in all of its practices and activities. It is unlawful to discriminate against individuals either directly or indirectly on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership or pregnancy or maternity. These grounds are known as protected characteristics. In the UK the Equality Act 2010 encompasses all legislation relating to discrimination, whether direct, associative, by perception or indirect; to harassment, whether direct or by a third party; and to victimisation.

2.0 Principles

- 2.1 Children in Wales values diversity and recognises that the organisation is greatly enhanced by the range of backgrounds, experiences, views, beliefs and cultures represented within its staff, trustees, membership and all other individuals or groups that it works with.
- 2.2 Children in Wales believes that it is in its best interests, and those of all who work in it, to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, Children in Wales is committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which it operates.
- 2.3 Children in Wales is committed to appointing, training, developing and promoting employees on the basis of merit and ability only.
- 2.4 This is an over-arching policy designed to outline the fundamental principles of Children in Wales' commitment to equality and diversity and will be supported by other related policies and action plans.

3.0 Scope of Policy

- 3.1 This policy applies to all staff, trustees, volunteers and associates of Children in Wales
- 3.2 This policy applies also to all assessors, tutors, trainers involved in delivering accredited and other training, and includes internal verifiers, learners and Quality Assurance Managers of awarding bodies.

4.0 Related Policies

- 4.1 This Policy should be read in conjunction with the following:

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- Children in Wales Accredited Training Policy Series
- Children in Wales Harassment at Work Policy
- Children in Wales Disciplinary and Grievance Policy
- Children in Wales Recruitment Policy

5.0 Guidance

5.1 Forms of Discrimination

The following are the kinds of discrimination which are against Children in Wales' Policy:

- 5.1.1 Direct discrimination, where a person is less favourably treated because of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership or pregnancy or maternity;
- 5.1.2 Indirect discrimination, where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on a particular group.
- 5.1.3 Associative discrimination, which results in a person being less favourably treated because they associate with another person who possesses a protected characteristic.
- 5.1.4 Discrimination by perception, in which a person is directly discriminated against because others believe them to possess a particular protected characteristic.
- 5.1.5 Harassment, defined as behaviour that an individual finds offensive even if it is not directed at them
- 5.1.6 Harassment by a third party directed at a member of Children in Wales' staff
- 5.1.7 Victimisation, where someone is treated less favourably than others because he or she has taken action against Children in Wales under the Act.

5.2 Recruitment and Promotion

- 5.2.1 In the employment of staff Children in Wales will ensure equality of opportunity for all persons.
- 5.2.2 Vacancies will be advertised and made known as widely as practicable. Steps will be taken to ensure that any advertising of vacancies is compatible with the Equality policy and that all questions on any application forms are relevant or non discriminatory.
- 5.2.3 Children in Wales will take steps to ensure that individuals continue to be selected and promoted on merit only.
- 5.2.4 Those involved in recruitment interviews will take an unbiased approach regardless of the applicant's age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership or pregnancy or maternity. They will ask only questions which relate to the job and avoid those which are

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discriminatory, or which might be perceived as such. Applicants are not required to disclose any disability, unless this is necessary for making reasonable adjustments in advance of interviews or employment.

5.2.5 Job descriptions and person specifications should not require any unnecessary or inappropriate qualifications.

5.3 Terms and Conditions of Employment

5.3.1 Children in Wales is committed to practising equality of opportunity in its terms and conditions of employment. Equal pay will always be given for work of equal value.

5.3.2 Where employees have particular cultural or religious needs, or disabilities which may conflict with existing work requirements Children in Wales will always, wherever practicable, seek to vary the requirements to enable such needs to be met, e.g. observance of prayer times, religious holidays.

5.4 Training

5.4.1 Children in Wales will not discriminate in the provision of training opportunities. Steps will be taken in appropriate circumstances to provide additional training for staff from under represented groups to enable them to progress.

5.5 Harassment

5.5.1 Children in Wales is committed to providing a work environment free from unlawful harassment and prohibits unlawful harassment by any employee, worker or trustee of Children in Wales. Harassment is unsolicited behaviour which adversely affects the dignity of the recipient and which can have a detrimental effect upon health, confidence, morale and performance at work. This also applies to harassment by a third party, not employed by Children in Wales, which affects someone working at Children in Wales.

5.5.2 For further information, please see Children in Wales' Harassment at Work Policy.

5.5.3 If any grievance concerning acts of harassment have been found to be made frivolously or are vexatious, Children in Wales will not hesitate to deal with them in accordance with the disciplinary procedure. Such conduct may be viewed as gross misconduct.

5.6 Responsibility

5.6.1 All employees, workers and trustees have personal responsibility for the practical application of this Policy. It should be noted that, under the Act referred to above employees are made personally liable for acts of discrimination committed by them. Employees may be liable to pay their victim compensation.

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5.6.2 Providing equality of opportunity requires much more than a formal statement. This Policy is intended to help create the necessary conditions for success but each individual in Children in Wales must contribute. The Policy will be brought to the attention of everyone in Children in Wales and will be reviewed annually.

5.6.3 To ensure that this policy is implemented effectively, trustees and staff with supervisory responsibilities and other relevant staff will receive specific training where necessary to enable them to provide confidential guidance and support to complainants in the event of a complaint about harassment or equality issues being received.