



Community Capacity
Builders CIC

INCLUSION POLICY

LAST REVIEWED: FEBRUARY 2024

1. EQUALITY & DIVERSITY POLICY – PARTICIPANTS:

Community Capacity Builders CIC are committed to providing equality of opportunity for all children and families. Anti-discriminatory practice will be followed by all staff. Community Capacity Builders CIC is open to all members of the community that are disadvantaged or vulnerable. To ensure that as many people as possible use the services of Community Capacity Builders CIC we will seek to implement the following:

- The services are advertised widely through public media, community groups and venues and professionals working with families and carers.
- Publicity and promotional materials will reflect the diversity of the local community.
- Information will be presented in clear, concise language.
- Make children and adults feel valued and good about themselves and enable carers to do the same.
- Ensure all children and adults have equality of access to the facilities and activities.
- Reflect the widest possible range of backgrounds in the choice of resources.
- Avoid stereotypical or insulting images in displays, resources, or materials.
- Create an environment of mutual respect and tolerance.
- Accept no discriminatory behaviour or remarks from any users of Community Capacity Builders CIC (see CODE OF CONDUCT Policy).
- Support children, families and carers who have English as an additional language where possible.
- Provide non gender specific facilities.
- Ensure children, families and carers who have additional needs and or disabilities are catered for within any planned events or sessions.

There will be on-going monitoring and evaluation of activities and those families who access them to ensure that the needs of the local community are met and that users of the centres reflect their local communities. To ensure that equality of opportunity is applied to recruitment of staff, Community Capacity Builders CIC recruitment process and Equal Opportunities Policy are adhered to.

2. EQUAL OPPORTUNITIES POLICY - STAFFING:

2.1 The BOARD OF DIRECTORS are responsible for:

- Volunteer/Sessional worker related policies and strategies;
- Developing and delivering a programme of (or arranging delivery of) volunteers/sessional workers development in equal opportunity matters;
- Advising and supporting volunteers/sessional workers to identify and disseminate good equal opportunity practice, particularly in relation to equal treatment in all aspects of the volunteers and participants' experience;

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- Ensuring that all HR policies and procedures meet legal and ethical standards in relation to equal opportunity and recognition of diversity; Advising volunteers/sessional workers on procedures in relation to the Community Capacity Builders CIC Equal Opportunities Policy.
- All members of the Board of Directors are responsible for ensuring proactive dialogue about equality.
- Opportunities issues and practices with partner organisations, contractors, user of our services.
- Provision of a mechanism to report any instances of breach of equality and diversity legislation.

2.2 It is unlawful to discriminate, victimise or harass on the grounds of Age, Disability, Gender reassignment, Pregnancy and Maternity, Marital status, Race, Religion or Belief, Sex and Sexual Orientation. Under legislation and this policy, every volunteer/sessional worker and every user of our services has a responsibility to:

- Listen to what others have to say and respect their point of view;
- Speak out, or report it, if they witness or are aware of bullying, vindictiveness verbal or physical aggression. Do not assume that it is someone else's responsibility;
- Question their own prejudices and assumptions;
- Familiarise themselves with the responsibilities that Equality legislation places on them and ensure that they are sensitive to issues of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2.3 Community Capacity Builders CIC will work to ensure equality of access and resources for:

Volunteers/sessional workers by:

- Ensuring no volunteer/sessional worker or applicant is treated less favourably because of conditions or requirements which cannot be justified.
- Supporting or training volunteers/sessional staff appropriately to help them progress within or outside the organisation;
- Ensuring that management apportion development opportunities objectively and as fairly as possible;
- Ensuring as far as possible, all volunteers/sessional staff have access to the full range of services available within the organisation;
- Consulting volunteers/sessional staff with disabilities or learning difficulties about reasonable adjustments to organisation arrangements and premises so as to minimise any disadvantages they may face;
- Providing counselling and advice for volunteers/sessional staff when necessary.

2.4 Directors' Own Responsibilities:

The directors must ensure that all volunteers/sessional workers are treated equally and fairly in line with the Equality Act 2010, taking into consideration The Sex Discrimination Act 1975, The Race Relations Act 1976 and The Disability Discrimination Act 1996.

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Any non-compliance will be reported immediately to the Board of Directors.

3. BREASTFEEDING POLICY

The Community Capacity Builders will support those mothers who chose to breastfeed to ensure that it is a positive experience for both mother and child and to enable them to enjoy the proven health benefits.

The staff at The Community Capacity Builders are aware of the potential problems some mothers face in breastfeeding their children. We aim to provide an environment where all mothers feel comfortable and supported when breastfeeding their children.

Any mother is welcome to feed their baby in any of our settings.

We believe that with the right information and good support, most mothers will be able to breastfeed comfortably and will produce all the milk her baby needs.

The Community Capacity Builders staff will not discriminate against any woman in her chosen method of infant feeding and will fully support her when she has made that choice.

This support is advertised to both parents and professionals for more information about breastfeeding see www.breastfeeding.nhs.uk or <http://www.breastfeedingnetwork.org.uk>

4. MAKING AN EQUAL OPPORTUNITIES COMPLAINT:

A volunteer/sessional worker or user of our services who feels they have not been fairly treated within the scope of this policy should raise the matter through their Community Capacity Builders CIC Project Manager or Directors.

5. DEALING WITH DISCRIMINATION AND HARASSMENT:

5.1 As a charitable services provider Community Capacity Builders CIC complies with anti-discrimination and Human Rights legislation and promotes the well-being of volunteers/sessional workers and users of our services; actively seeking to eliminate all forms of discrimination and harassment.

5.2 In general, this is dealt with through our own disciplinary policy, but in all circumstances the safety, wellbeing and support needs of the victim is our first priority;

5.3 Community Capacity Builders CIC will comply with its legal responsibility to make a written record of any racist incident which takes place on our premises or at any of our delivered activities;

5.4 Certain racist incidents may also be criminal offences in England and Wales under the Crime & Disorder Act 1998. These include:

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- Racially aggravated assaults, including common assault, actual bodily harm, grievous bodily harm and wounding;
- Racially aggravated criminal damage, including racist graffiti, damage to property and arson (deliberately setting fire to property);
- Racial public order/harassment, including engaging in behaviour which causes (or is likely to cause) harassment, distress or fear of violence.

5.5 The Police (not Community Capacity Builders CIC) are responsible for investigating and dealing with racist incidents where criminal offences may have been committed. All racist incidents of this kind will be reported to the police as soon as possible.

5.6 Community Capacity Builders CIC will also report the incident to the police if asked to do so by the victim.

5.7 In addition to the general principles for dealing with discrimination or harassment, Community Capacity Builders CIC will adhere to the specific rules which exist for dealing with sexual harassment and discrimination. If the perpetrator is an employee or other professional in a position of authority, then this will normally be a criminal matter (in which case it should be referred to the police) or a disciplinary offence under Community Capacity Builders CIC Procedure.

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APPENDIX 1:

The relevant Acts of Parliament relating to equal opportunities policy are:

Local Government Act 1966 (Section 11)

Rehabilitation of Offenders Act 1974

Sex Discrimination Act 1975 and 1986

Race Relations Act 1976 and Race Relations (Amendment) Bill

Equal Pay Act 1970 and Amendments 1983

The Public Order Act 1986

Employment Act 1989

The Disability Discrimination Act 1995

Human Rights Act 1998 • Protection from Harassment Act 1997

Part Time Worker Regulations 2000

The Race Relations (Amendment) Act 2000

The Gender Recognition Act 2004

Disability Discrimination Act 2005

Racial and Religious Hatred Act 2006

Sexual Orientation Regulations 2007

Equality Act 2010

In addition, the following codes of practice relating to equal opportunities; including guidance available from: Equal Opportunities Commission for Racial Equality Disability Rights Commission ACAS: Advisory Conciliation and Arbitration Service Disability Rights Code of Practice Age Discrimination Code of Practice

This INCLUSION POLICY came into force on 19th January 2020 and we are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23rd February 2024

Next Review is 24th February 2025.



Signed: Stephen Reid

(Director & Lead Safeguarding Officer).

Date: 23rd February 2024