

Equality

Managing Equality and Diversity



Our aim is to be the leading voluntary youth organisation in Sussex by promoting the involvement, enjoyment and achievement of all young people.

reach and **involve**

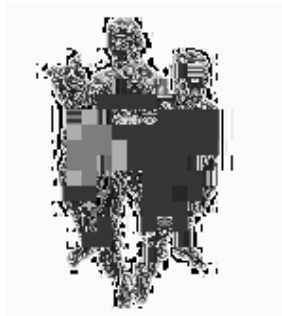
ensuring more young people have the opportunity to participate

stay and **enjoy**

creating opportunities for young people to continue to be involved

develop and **achieve**

encouraging and supporting the development and achievement of young people at all levels



I. General Statement of Policy Intent

- I.1 This initial statement is the summary of the SCYP Equality and Diversity Policy, which is the responsibility of all staff, volunteers and trustees of the organisation.
- I.2 The main objective of this policy is to provide a way that equality and diversity can be integrated into all the work of SCYP. It seeks to be a living and practical document, not just a paper policy. It also aims to support the same values in the membership. The co-operation of all staff, volunteers and trustees is essential for its success.
- I.3 Behaviour or actions against the spirit and/or letter of the laws on which this policy is based will be considered as a disciplinary matter and may in some cases, lead to dismissal.
- I.4 This policy will be monitored and reviewed on an annual basis by the SCYP staff team to assess its effectiveness. In addition, the trustee board will review the progress of the SCYP diversity agenda a minimum of once a year at trustee board meetings.
- I.5 SCYP affirm that they have a role in combating discrimination throughout society, as all forms of discrimination form a barrier to participation. They also call upon their member organisations to actively address and positively support these issues within their own structures.
- I.6 SCYP are committed to implementing and promoting equal opportunities in their activities, services and practice. They realise that discrimination exists in society (whether protected by law or not), and believe that this prevents potential and ability from being realised in young people and others. They will not tolerate discrimination on the basis of:
 - Race
 - Colour
 - Gender
 - Sexual orientation or identity
 - Ethnic or national origin
 - Disability
 - Partnership status or home responsibility
 - HIV or AIDS status
 - Age
 - Political belief or affiliation
 - Religious belief
 - Trade union activity
 - Socio-economic background
 - Refugee or asylum seeker status

SCYP also reserve the right to add to these groups at any time.

- I.7 As employers, umbrella bodies and representative organisations, SCYP realise that a genuine commitment to equal opportunities must operate on all of the following levels:

Staffing and Employment: SCYP will prevent unfavourable treatment, directly or indirectly, towards individuals from any group facing discrimination in their recruitment and deployment of human resources. Where discrimination does occur, it will be dealt with through the agreed SCYP Recruitment and Employment Policies and Procedures, which have been written with equality legislation and good practice in mind;

Structure and services: SCYP will seek to prevent discrimination and ensure equal representation in the services that they provide, the structures that they facilitate and the practice through which they carry out their work. This involves the development of greater diversity in the trustee boards, networks and membership, to ensure a genuinely wide representation.

Membership: SCYP recognise their special role in promoting equal opportunities and diversity throughout their membership and the youth work sector. SCYP will seek to widen their own membership to more fully represent the diverse composition of the voluntary youth sector. They call upon their members and partner organisations to actively address these issues in their own structures and will support them to do so. However, they will exclude from membership those organisations that actively work against the development of an equal opportunities policy over time, despite encouragement and support from SCYP.

1.8 There are three main areas where the policy and procedure have an impact: our internal workings (work that stays purely within the organisation), our external relationships (this includes staff outputs) and on recruitment and employment. This document focuses on the first two – please see the SCYP Recruitment and Selection policy for the third,

1.9 There are also Grievance and Complaints Procedures for staff, volunteers and young people to follow if they feel that they have been discriminated against, or if they wish to make a general complaint about diversity practice.

2. SCYP Diversity and Equality Policy – Internal Policy

2.1 The following categories are the main internal areas of SCYP which are covered by the policy. Further information on each section follows the list. Any areas not specifically covered by this policy would still be expected to comply with the values and ethos of this document and those outlined in the SCYP Values statements.

The areas are:

- Staff development
- Trustee Board and Management Committee
- Working groups
- Volunteer management (including youth participation activities)
- Work programme
- Strategy
- Membership development strategies
- Internal policy development

2.2 Staff Development

SCYP have Training and Development, Supervision, Appraisal and Volunteers Policies which have all been equality proofed.

Staff will use the process of line management supervision to set diversity targets for their work plan and to evaluate how they are meeting them.

2.3 Trustee Board/Management Committee

The SCYP Trustee board and Management Committee hold ultimate responsibility for all of the organisations' policies and procedures. They hold responsibility for ensuring that all members and proposed members of SCYP have their own equality policies or that they are working towards one. They must refuse membership to any organisation which works against the values held by SCYP and its Diversity and Equality Policy.

The SCYP Trustee board should be composed of a mix of people who represent the ten electoral colleges. This should ensure that a diverse range of needs and experiences are represented. However, if the board is lacking in trustees who demonstrate this, the Board should use the co-opting facility so that specialist areas become members e.g. Black and Minority Ethnic (BME) organisations or those working with young people with disabilities.

2.4 Working/task groups

All working groups should be composed of a mix of members who reflect the diversity of the SCYP membership and their interests.

They should also include representatives of organisations who either have specialist knowledge and/or who reflect the views of youth and community organisations that are currently under-represented in the SCYP/ membership.

2.5 Volunteer management (including youth participation activities)

SCYP has a separate policy on the involvement of volunteers

SCYP will ensure that volunteers reflect the diversity of the young people on whose behalf we work.

SCYP will ensure that special needs of any kind will not become a barrier to volunteering with the organisation and will take steps to ensure access for volunteers of any background, but particularly those identified in the opening statement of this policy.

2.6 Work programme and strategy

The SCYP Chief Executive and Trustees, in partnership with the staff teams, have a responsibility to guarantee that the work plans and strategies allow SCYP to fulfil their mission statements – to advance the spiritual, educational and physical welfare of young people in any manner which is now, or may be hereinafter deemed by law to be charitable, including

maintaining contact with similar bodies working in the same field overseas and that our members provide services for the benefits of all young people.

The Chief Executives, Trustees and staff teams will ensure that the work plans and strategies reflect the needs of the diverse range of SCYP members and will consult with a representative mix of organisations.

2.7 Membership development strategies

SCYP seek to expand their membership, to ensure that we include, and represent as widely as possible, the diversity of the voluntary and community youth sector. This will ensure that we fulfil our mission statement as the independent voice of the voluntary sector.

SCYP seek to engage currently under-represented groups in the work of the organisation and have set targets to achieve this. These may vary from time to time, but SCYP will evaluate this annually through the electoral college (or other) system.

2.8 Internal Policy development

When formulating new SCYP policy, the views of all staff will be taken into consideration. A process will be followed where all staff and trustees have equal access to internal policy making and their views are equally important.

This process will take into account the individual needs of staff and ensure that there are no barriers to their access.

3. The SCYP Diversity and Equality Policy – External Policy

3.1 The external procedures relate to the work outputs of the whole staff teams, the services that we provide to members and SCYP's roles as umbrella bodies. The following list demonstrates current work plans and strategies but this may change in relation to new priorities. Any additions must be compliant with the SCYP Values statements and this Diversity and Equality policy. Further information will follow this list:

To provide a recognised and effective voice for young people

Information services

To facilitate young people's participation in society and civil life

Marketing and Communications

To promote positive images of young people's actions and views

Youth participation

To lead the field in youth policy, affairs and research

Child protection

Policy and campaigns

Infrastructure development

Meetings, training and networking events

3.2 To provide a recognised and effective voice for young people

will ensure that when providing a recognised and effective voice for all young people aged under 26 in the UK, it ensures that the views and concerns of all young people are communicated through to Government and other decision-makers.

will ensure that it provides all young people with the opportunity to convey their views directly to politicians and others, regardless of where they are from in the UK.

As the recognised National Youth Council for the UK, will ensure that young people's views from across the UK are included its work on representing the views of young people in the UK to various international fora, such as the European Youth Forum, World Youth Forum and Commonwealth Youth Forum.

3.3 Information Services

SCYP will ensure that any information and research produced is commensurate with the members information needs, regardless of difference in those members (e.g. in terms of their race/gender/abilities/sexuality etc)

SCYP will also ensure that the information produced and disseminated is balanced and not biased to reflect the needs of only some of the membership.

All information will be available in a variety of formats on request.

3.4 To facilitate young people's participation in society and civil life

will encourage organisations to involve young people in all their structures. It will support the development of mechanisms, structures and forums that involve young people in decision-making in all aspects of civic life

will ensure that its nation wide network of local and regional youth fora – enable young people to take a more active role in their communities.

will ensure that the information, advice and guidance it provides to young people, youth organisations, other agencies and their staff on how to develop youth participation and involve and support young people in management and decision-making roles is accessible. All information will be available in a variety of formats on request.

3.5 Marketing and Communications

SCYP will ensure that their marketing and communications activities reflect the diversity of their membership and the young people with whom they work.

SCYP will ensure that the images used in their publicity materials represent the diverse mix of individuals that operate within the networks.

SCYP will make their publications and publicity materials available in different formats upon request.

SCYP will use a broad range of communications techniques to reach their target audiences to ensure that the information disseminated is widely accessible.

3.6 To promote positive images of young people's actions and views

SCYP will create strategic partnerships with organisations that reward young people for their involvement in a variety of activities. SCYP aim to increase public awareness of positive images of all young people.

SCYP will ensure that young people's voices are heard regardless of background, race, religion, sexuality, gender, ability or disability and age, so all youth participation work must be underpinned by good equality practice.

3.7 Youth Participation

Participation is about equality and making sure that young people's voices are heard regardless of race, religion, sexuality, gender, ability or disability and age, so all good youth participation practice must be underpinned by good equality practice.

SCYP recognise that a diverse mix of young people needs to be involved. Some young people, especially those most marginalized will need extra support to stay involved in the process. SCYP will offer this support as required.

It is essential to make sure that youth participation is a positive and safe experience, by challenging young people's prejudices towards each other.

A clear language and format is essential in all areas of work, so that documents are accessible to all young people.

As part of the young people's induction to SCYP, the values and equality policy must be explained clearly to young people.

3.8 To lead the field in youth policy, affairs and research

SCYP will ensure that their policies and policy submissions are developed with rather than for young people, and reflect the diverse needs and concerns of all young people.

SCYP will also seek to develop methods of canvassing the views and concerns of young people that are accessible to all young people in relation to issues such as language and availability.

SCYP will ensure that their relationships and work in partnership with academic and other researchers on research projects in the field of youth participation and involvement in decision-making, include agencies that represent the diversity of young people in the UK.

3.9 Child Protection

SCYP will ensure that there is compatibility between their Safeguarding and Child Protection Policy and their Diversity and Equality policy so that all members and potential members can be included.

The Safeguarding and Child Protection Policy and standards will be available in a variety of formats on request.

The Policy, standards and any other information will be promoted to all of SCYP members and will reflect their needs and interests.

Individuals can easily be influenced about abuse through stereotyping or by myths about who is abused and why. In SCYP, child protection work will promote the understanding that all children, regardless of their ethnicity, class, age, gender, sexual orientation, religion or disability have equal rights to protection from harm and may all be vulnerable to abuse.

3.10 Policy and Campaigns

SCYP will develop policy work that benefits all members, irrespective of their work agendas.

The policy and campaigns officers will consult with a diverse range of members in regard to strategic policy formulation.

SCYP will also seek to obtain the views of groups and organisations that are currently under-represented in the SCYP/ membership, in regard to the formulation of future policy.

SCYP will use their regular newsletters to disseminate a broad range of youth and community policy and promote diversity initiatives to the membership.

3.11 Infrastructure development

SCYP and will ensure that old and new members within the network are diverse and representative of the voluntary and community youth sector at local and regional level.

SCYP will work with their members who are infrastructure organisations to support and develop their equality and diversity policies.

This work will also encourage the participation of organisations, locally, regionally and nationally, who do not usually contribute to infrastructure work.

Targets for this area of work will be developed and monitored.

3.12 Meetings, training courses and networking events

SCYP will hold all their meetings and events in buildings that have disability access when this is necessary, and that are adaptable for the needs of any members with disabilities.

They will also ensure that the venues are accessible geographically (easy to get to) and by use of public transport. This will include a rotation of large meetings around England, so that they

are not all focused on London.

At all events, SCYP will ensure that the dietary requirements of all attendees, whether for medical, faith or cultural reasons will be met.

SCYP will ensure that all meetings, training and networking events will provide support for attendees as required e.g. British Sign Language interpreters.

Meetings, training and networking events will be advertised as widely as possible and SCYP staff will encourage non-members from under-represented groups to attend these events.

For all of the above events, the cost of attending will be kept as low as possible (free, where budget allows) so that they are accessible to a diverse range of voluntary and community youth organisations.

For all training and events, all staff will work within the ethos of the SCYP values and this policy, encouraging participation and challenging discrimination where it arises.

3.13 Relevant law

This policy is informed by the following pieces of legislation, and all practice shall be compliant with:

- Sex Discrimination Act 1975 (and amendment of 1999)
- Race Relations Act 1976 (and amendment of 2000)
- Disability Discrimination Act 1995 (and pending amendment 2004)
- Human Rights Act 1998
- Employment Directive 2003 (prevents discrimination in employment based on sexuality)

3.14 Related Policies and Procedures

The following policies and procedures support this guide:

- Recruitment and Selection Policy
- Grievance Procedure
- Staff Training and Development Policy
- Volunteers Policy
- Safeguarding and Child Protection Policy
- Complaints Procedure
- Staff Code of Conduct