

PORTISHEAD YOUTH & COMMUNITY CENTRE

EQUALITY, DIVERSITY AND INCLUSION POLICY

Introduction

Portishead Youth & Community Centre (PYCC) is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers/users and for each employee, volunteer and Trustee to feel respected and able to give their best. PYCC provides community services and facilities and is also committed to ensuring customers, members of the public and contractors are not unlawfully discriminated against.

This policy is freely available to view at www.portisheadyouthcentre.co.uk/policies and is read and understood by staff, volunteers and Trustees during the induction process. All stakeholders of PYCC are responsible for upholding best practice in line with this policy. The Head of Centre and the Staffing Committee are responsible for ensuring this policy is reviewed every two years and that an equal, fair and respectful working environment is maintained.

PURPOSE

The purpose of this policy is to ensure that PYCC provides equality, fairness and respect to all in our employment (whether temporary, full time or part time), including volunteers and Trustees, as well as the people it serves. PYCC will not unlawfully discriminate against anyone with the protected characteristics named in the Equality Act 2010 (or any amendment or update to this legislation):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

PYCC is also committed to not discriminating due to socio-economic status, political belief, trade union membership/activities or any other grounds which cannot be justified.

We aim to create an environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit (apart from any

necessary and limited exemptions and exceptions allowed under the Equality Act 2010). Therefore, we will work towards making any reasonable adjustments that may be necessary to accommodate any individual needs e.g., in the case of disability, and give valid reasons if this is not possible or suggest alternatives.

We value diversity and recognise the positive contributions and added value that a diverse workforce and user group can bring to the Centre and the wider community. Likewise, we expect all our staff, volunteers and Trustees to treat other staff, the users of the Centre and any visitors or contractors in a non-discriminatory manner. In this document, “staff” includes full and part-time workers, permanent or temporary, and volunteers or trainees.

We aim to create an environment in which all staff, Trustees, users of the Centre and their families feel valued and are enabled to flourish.

Employment

All staff will be treated fairly, equally and without discrimination. This includes:

- Pay and benefits
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal
- Redundancy
- Leave for parents
- Requests for flexible working
- Selection for employment, promotion, training or other development opportunities

PYCC is committed to recruiting from a wide pool of applicants on the basis of aptitude and ability, and uses a range of recruitment advertising methods, appropriate to the vacant role. These processes will be reviewed regularly to ensure that they are not discriminatory.

All staff will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of the organisation in all its activities. PYCC will provide access to training and continuous professional development for all staff, volunteers and Trustees, including equality and diversity training. For more information and details see the Centre’s Safer Recruitment Policy.

All staff and Trustees are entitled to a working environment that promotes dignity and respect to all. Our aim is that staff of all levels are aware of their rights and responsibilities under this policy. Responsibilities include staff conducting themselves to assist the organisation in providing equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as individuals as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, volunteers, Trustees, customers, suppliers/contractors and the public. Everyone has a responsibility to challenge, report or address discriminatory behaviour, unfair treatment, harassment or bullying if encountered at PYCC. No form of intimidation, bullying or harassment will be tolerated.

PYCC take complaints of bullying, harassment, victimisation and unlawful discrimination of fellow employees, customers, suppliers/contractors and the public very seriously. Such acts will be regarded as misconduct under the grievance or disciplinary procedures and appropriate action will be taken.

Particularly serious complaints could amount to gross misconduct and could lead to dismissal without notice (following investigation). Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence. Any staff member who believes they have been discriminated against is encouraged to raise the matter through the Grievance Procedure. Any allegations of breaches of this policy can be raised directly with the Head of Centre/Youth Provision or Chair of Trustees, or by following the Whistleblower Policy.

Service Delivery

The Centre provides services to the community both directly and working in partnership with other organisations. The Centre will promote equality of opportunity and diversity for the people it serves by providing accessible information about the services available to them and delivering services that are appropriate to identified needs [see appendix A for a list of current activities].

It will work with young people according to the Objects of the Charity Portishead Youth and Community Centre Ltd:

“1) The provision of a community Centre for young people.

2) To further or benefit the residents of Portishead and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

It will apply the principles of this policy before accepting any booking for the hire of rooms, and in dealing with any other organisations with which we work.”

IMPLEMENTATION AND THE LAW

To ensure the effectiveness of this policy Portishead Youth and Community Centre Ltd will ensure that it gives due consideration to the equal opportunities and diversity implications of all policy decisions it takes.

Our aim is that our workforce (staff and Trustees) and users reflect the diversity of the local Portishead community which we serve. We collect and analyse diversity data to enable the successful running of our inclusive and positive community space, including information that supports Health and Safety policy and procedure.

The policy will be implemented within the framework of the relevant legislation, which includes among others:

- Rehabilitation of Offenders Act 1974
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Immigration & Asylum Act 1999
- Equality Act 2010

together with any relevant subsequent updated or replacement legislation, or amendment by statutory instrument or regulation.

Approved December 2024

Signed..... Chair of Trustees

Signed..... Head of Centre

Appendix A Current Activities

Youth services: open access youth club sessions for school year 6+ including for young people with additional and complex needs; youth drop-in sessions; 1:1 mentoring; alternative education provision; Youth Hub drop in at Gordano School; school holiday activities and trips.

Babies and young children: creche session for children aged 12 weeks – 4 years; support and advice sessions; Stay and Play sessions for children and their parent/guardian; parent and child activity sessions; pre-natal support.

Community and adults: Community Café open to everyone in the community; senior citizen lunch and activity sessions; Muslim Friday Prayer group.

Room hire: activities/groups run by others

- a) For children and young people including dance lessons, music lessons, drama, sports and tutoring/education.
- b) For adults including fitness, information and advice, tutoring/education, social groups and support groups.
- c) For the community, including social and charity events.