

Squirrel Learning Limited - Equal Opportunities Policy

Policy prepared by:	Gavin Hawkins
Approved by Board:	1 st May 2018
Review Date:	1 st May 2019

Purpose and Scope

Squirrel Learning Limited is committed to achieving equal opportunities, respects and values diversity, and is committed to applying equality of opportunity in all its practices and objective/service delivery with regard to ethnic origin, age, gender, religion or belief, sexual orientation, marital status and disability or any other criterion not relevant to the point at issue.

The Squirrel Learning Limited Board Members have overall responsibility for the effective operation of this policy. However, all staff, contractors and volunteers have a duty as part of their involvement with Squirrel learning to do everything they can to ensure that the policy works in practice.

Board Members will bring to the attention of all staff, contractors and volunteers the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

Reference to the policy will be included in the contract documents with outside agencies.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to ensure equality of opportunity for all employees and service users. A summary of the key legislation and guidance is available from the Equal Opportunities Commission <https://www.eoc.org.uk/>.

This policy should be read in accordance with statutory guidance issued to schools and colleges. In addition to detailed advice and guidance during the staff induction period, all Squirrel Learning Limited employees will receive an annual update briefing relating to equality of opportunity and associated internal policies.

General Activities

As a provider of a service to schools, educational establishments and the community, Squirrel Learning Limited accepts responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

We will actively monitor all activities to ensure that we are serving the needs of all communities and groups.

It is the responsibility of all staff, volunteers and service users to ensure that no other staff member, volunteer or service user receives less favourable treatment than another on the grounds of age, ethnic origin, disability, sexual orientation, religion or belief, marital status or gender.

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We will encourage our staff, contractors and volunteers (and the staff of any organisation working with us) to take positive steps to ensure that the needs of minority communities and disadvantaged people are met.

We will listen carefully to what people tell us they need from Squirrel Learning Limited and do everything in our power and within our resources to ensure their needs are met.

This policy will be reviewed every year or when new legislation requires it.

Physical Access

Where activities are undertaken at our registered office or other hired venue, Squirrel Learning Limited will ensure that premises are reviewed regularly so that access by staff and users with disabilities can be maintained and improved where necessary.

Recruitment and Employment Practices

It is vitally important that Squirrel Learning Limited staff, contractors and volunteers understand the full diversity of their clientele.

As far as it lies within our power, we will ensure that our recruitment processes are designed to ensure equal access for all.

All job vacancies will initially be advertised internally to encourage service users and volunteers to apply.

We will design our job specifications to allow for as wide as possible a range of transferable experience and qualifications to be taken into account.

Application forms will make it clear that life experience as well as formal qualifications and work experience is valid.

During a recruitment process, Squirrel Learning Limited will take into account the guidelines set out in the Institute of Directors Equal Opportunities Policy guidance.

Squirrel Learning Limited work force is never likely to be large enough to reflect the full diversity of our users. However, we will do everything we can to ensure that those we do employ share our belief in the value of everyone and reflect that belief in their work.

Related Policies and Procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Staff Handbook:
 - Valuing Diversity & Dignity

Adopted by the Board of Directors on 1st May 2018

Signed

