



Equalities and Diversity Policy

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1. Purpose of the policy

Ignite Life recognises that it is essential to provide equal opportunities to all persons without discrimination, harassment or victimisation. This policy sets out the organisation's position on Equality and Diversity as a service provider in all aspects of our work. employment, including recruitment and promotion and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of any protected characteristic. The Equality Act 2010 brought together all previous equality related legislation, standardising the protection available for all groups previously identified. The key characteristics of groups protected are as follows:

Gender
 Race
 Marital status including civil partnership Pregnancy and maternity
 Disability
 Age
 Sexual orientation
 Religion or belief
 Gender reassignment

2. Definitions



Discrimination can be direct, indirect, by association or perceived. All forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another person because of a protected characteristic they have.

Perception discrimination occurs when one person is treated less favourably than another person because of a protected characteristic they are thought to have.

Discrimination by association occurs when one person is treated less favourably than another person because they associate with someone who has a protected characteristic.

Harassment can be either directly by an employee or group of employees of the organisation or through a third party such as other related party e.g. Another learner.

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

Indirect discrimination can occur when there is a condition, rule or policy or even a practice in the company that applies to everyone but particularly disadvantages people who share a protected characteristic. It may be justifiable if it can be shown it was fair and reasonable to the running of the organisation.

3. Overall guidelines

Ignite Life aims to be an equal opportunity employer and service provider and this policy covers all aspects of our employment and service delivery.

Ignite Life will ensure that all relevant legislation is followed within all areas of its work in particular the Equality Act 2010.

To ensure this policy is operated (and for no other purpose) the company maintains records of employees', applicants and clients' racial origins, gender and disability where applicants chose to share this with us for the specific purpose. Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equal opportunity.

It is the policy of Ignite Life to ensure that no job applicant, employee, volunteer and client of Ignite Life receives less favourable treatment on the grounds of any protected characteristics, or disadvantages by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunities in all aspects.



Ignite Life recognises that adhering to the Equality and Diversity Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisations and employees' best interests. Ignite Life recognises the great benefits in having a workforce with different backgrounds, solely employed on ability.

The application of recruitment, training and promotion policies applies to all individuals and will be on the basis of job requirements and the individuals' ability and merits.

Ignite Life aims to ensure that high quality, accessible services and support is available to all groups and individuals. Services offered by Ignite Life will be available to all. They will be widely advertised and will be free from unfair discrimination. We will strive to identify and remove all barriers to participation in any of our activities.

4. Recruitment and promotion of staff and volunteers

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of any protected characteristic.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates. All applicants will be sent an Equality and Diversity monitoring form to allow-where the applicant wishes- monitoring to ensure discrimination is not taking place.

5. Staff duties

Ignite Life will not discriminate on the basis of any protected characteristics in the allocation of duties between employees employed at any level with comparable job descriptions.

Ignite Life will put in place any reasonable measures and adjustments within the workplace for those employees who became disabled during employment or for disabled appointees.



All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Reasonable adjustments will be made to accommodate the needs of any employees who are subject to protected characteristics.

6. Children, young people, and adult service users

Ignite Life will work with CYPs regardless of protected characteristics, as long as an appropriate service can be provided within the skills and expertise of our staff.

All instances of bullying, discrimination or harassment will be followed up and acted upon. Any actions by staff which are deemed contrary to this policy will be managed through our Behaviours Policy.

Where a commissioning organisation has its own approach to breaches of equal opportunities; or where specific work on diversity or identity is required, Ignite Life will work with them to ensure our delivery matches their needs.

7. The role of mentors, counsellors, and volunteers in promoting equality and diversity

Mentoring enables adults working for Ignite Life to monitor and address a range of misconceptions around prejudice and discrimination.

Where these issues are noted by providers, specific action planning can be done to work on British Values such as tolerance, equality of opportunity and the rule of law.

In general mentoring work any views which do not promote equality of opportunity can be discussed effectively and openly.

Counsellors will support young people and families regardless of personal characteristics or background, as long as they can provide the best service to meet each individual's needs.

Volunteers will be supporting families access the Ignite Life food bank and will not discriminate or ask probing questions about family's backgrounds. Volunteers will support families regardless of personal characteristics and backgrounds. Questions such as 'what other support are you receiving' can be asked solely to further support them, for instance being able to signpost for additional support if they are not receiving it. Other questions such as 'do you have any dietary requirements or religious requirements' will only be asked to ensure we are providing appropriate food which does not go against religion or beliefs.



Views or behaviours which are of concern in relation to this policy must be recorded on written session plans and brought to the attention of pod managers who will decide upon suitable action. This will be carried out with reference to the Behaviour policy and Code of conduct

8. Training of staff

Employees will be provided with appropriate training regardless of any protected characteristics or group to which they belong.

All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or HR Manager.

9. Harassment and bullying

Harassment because of any protected characteristics is unlawful and will not be tolerated by Ignite Life.

This policy prohibits unlawful harassment by any employee, client (CYP) or worker of Ignite Life. Ignite Life will also not tolerate unlawful harassment from any client. Appropriate action will be taken if any harassment should occur.

Examples of prohibited harassment are;

Verbal or written conduct containing derogatory jokes or comments (both online and in writing),
Slurs or unwanted sexual advances,
Visual conduct such as derogatory or sexual oriented posters,
Photographs, cartoons, drawings or gestures,
Physical conduct such as assault, unwanted touching, or any interference because of gender, race or any other protected basis,
Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favours.
Retaliation for having reported or threatened to report harassment.

10. complaints or concerns

Reporting

Staff or clients of Ignite Life who believe they have been harassed or discriminated against, should make an immediate report to their Line manager or if it not appropriate to the Chef Executive followed by a written complaint as soon as possible after the incident. This will be subject to an internal investigation



Details of complaint should include:

Details of incident:
Time and location of incident:
The names of any individuals involved:
The names of any witnesses:

It is the duty of the Chef Executive (Bethanie Cundy) to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

Last review of policy: October 2019

Last review of policy: October 2020

Last review of policy: October 2021

Last review of policy: October 2022

Last review of policy: October 2023

Next review: October 2024



(Appendix 1)

Kingswood HQ Handbook

Location:

**Unit 6 Bridge Road
Kingswood
BS15 4FW**

HQ Telephone: 0117 956 7724

Health and Safety staff:

Wayne Cockram: Health and Safety Officer

Vaughan Edwards: Competent person supporting the Health and Safety Officer

First Aid staff:

Matt Chamberlain

Pete Godbeer

Patsy Vale

Welcome to Ignite Life



We hope your visit will be enjoyable informative and safe.

Please help us by reading this and complying with this guidance as this is to ensure yours and others' health and safety whilst at Ignite Life HQ.

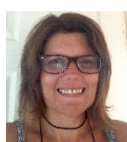
Signing in:

- All visitors, staff and contractors coming into our HQ must report to reception, and as a visitor, you will be asked to sign in and be given a badge which must be worn so staff and young people can see that you are a visitor.
- Depending on the circumstances, you may be asked to show identification and your DBS certificate.
- If you are a regular visitor to Ignite Life, you will still need to sign in and out on every occasion. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.
- Please always wear your visitor badge when on site.
- Please return your badge and sign out when leaving.

Ignite Life staff can be easily identified as they all wear ID badges

Staying Safe:

If you are worried about a safeguarding issue, something you have seen or have concerns about someone else, you can speak to:



Patsy Vale



Vaughan Edwards



Wayne Cockram

Bethanie Cundy:

07943821633

bethanie@ignite-life.co.uk

Smoking:

This is **NO SMOKING** site and young people are regularly coming and going. If you must smoke on your visit to Ignite Life please leave the site and do so away from the entrance.

First Aid:

**First Aid staff are:**

Patsy Vale

Wayne Cockram

Matt Chamberlain

Pete Godbeer

First Aid kits are located:

Upstairs-on the wall outside the WC

Art studio-on the wall inside the main entrance

Lower warehouse-on the table in the weightlifting area

Ceramics studio-on the wall by the bench

Eye-wash is located:

Art studio-on the wall inside the main entrance

Lower warehouse-on the table in the weightlifting area

Photographs:

You must not take any photographs of young people unless you have specific permission from Ignite Life management

Parking on site:

We are located on a busy industrial estate and mentors and young people are constantly visiting.

Please park carefully and be vigilant that:

- You have finished any phone calls or conversations with passengers in the back of the car before you pull off
- You are able to see the road clearly both ways before you pull out
- There are no young people near your car before you move off
- Everyone has seat belts on in your car and there are no distractions



Fire and Evacuation:

IN THE EVENT OF FIRE CALL 999 AND ASK FOR THE FIRE SERVICE

Leave by the nearest exit, immediately.

Mentors please shut all windows and doors as you leave without compromising your safety

- 1. OFFICES, TUTORING ROOM, UPPER WAREHOUSE: leave by FRONT MAIN DOOR**
- 2. UPPER ART STUDIO: leave by the SHUTTER DOOR**
- 3. LOWER ART STUDIO, WEIGHTLIFTING, BIKE REPAIR, LOWER WAREHOUSE: leave by BOTTOM DOOR**

DO NOT TAKE RISKS. DO NOT RETURN TO THE BUILDING UNLESS AUTHORISED TO DO SO

Assemble in the Front Car Park near to Bridge Road and await instruction

Principles of Ignite Life HQ Kingswood

Our building is a safe and therapeutic space for young people and adults. It is a place where they can build resilience and self-belief, through the activities and individual support we offer them. Routines and processes which maintain this are essential. Staff using the building have a professional duty to keep it safe, tidy and secure; and to give the right level of supervision at all times-being mindful of the needs of the young people that are there.

Keeping Young People safe in and around Kingswood HQ



All staff will have read and signed their understanding of the Safeguarding policy and completed a Level 2 Safeguarding qualification. It is essential that the needs of the young people being supported are paramount whilst at Kingswood. Starting points for this are:

- Young people should not be allowed outside the building unless under supervision.
- Young people should not have access to hand tools unless supervised
- Young people should not have access to keys for cupboards and cabinets
- Young people should not have access to computers without supervision
- Young people should not have access to kitchen utensils (including knives) unless directly supervised
- Young people should not have access to paints, solvents or other substances unless directly supervised
- All staff must read and understand the relevant risk assessments prior to working on an activity
- Where Personal Protective Equipment is indicated, it must be worn.
- All staff and visitors must sign in and out during each visit

Monitoring and checking arrangements and schedule

Areas to be checked: General Health and Safety in all areas	Daily	Weekly	Monthly
Emergency exits clear and accessible	✓		
Trip hazards throughout building	✓		
Electronic devices PAT tested	as required		
Smoke alarms tested	✓		
First Aid kits complete/in date			✓
Eye-wash kits complete /in date			✓
Fire extinguishers full/in date			✓
Lighting working in all areas		✓	
Area to be checked: Reception			
Walkways clear			
Emergency exit unobstructed			
Surfaces cleaned			
Floor cleaned			
Trip hazards eliminated			
Bins emptied			
Areas to be checked :Offices and Kitchen			
Walkways clear	✓		
Emergency exits unobstructed	✓		
Bins emptied and cleaned		✓	
Cookers and microwave cleaned		✓	
Coffee machine cleaned		✓	
Carpets vacuumed		✓	
Walkways checked	✓		
Wires tidied	✓		
Fridge emptied and cleaned		✓	
Crockery washed	✓		



Cupboards cleaned			✓
Whole office H&S inspection			✓
Area to be checked: Bathrooms			
Checks-toilet roll, hand cleaner, towels, bowl	✓		
Deep clean of toilet bowl and sinks		✓	
Floors cleaned		✓	
Deep clean			✓
Sanitary bins changed over		✓	
Area to be checked: Art studio			
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Trips and obstructions cleared	✓		
Paints and solvents locked away	✓		
Deep clean			✓
Overhead displays checked/secured		✓	
PPE equipment stored and accessible		✓	
Areas to be checked: Workshop			
Tools locked away	✓		
Paints and solvents locked away	✓		
Trips and obstructions cleared	✓		
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Tools inspected and maintained		✓	
Areas to be checked: Functional Fitness area			
Equipment tidied away	✓		
Racks and rigs checked	✓		
Rubber matting vacuumed	✓		
Rubber matting washed		✓	
Bars and discs checked		✓	
Rings and ropes checked		✓	
Benches and boxes checked		✓	
Area to be checked: Pottery studio			
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Trips and obstructions cleared	✓		
Sharp objects locked away	✓		
Kiln checks completed		✓	
Kiln PAT testing			✓
Emergency exits clear and unobstructed	✓		
Overhead storage secure	✓		
Bins emptied		✓	
Ventilation levels checked (occupational health)			✓



Health and Safety arrangements -General Housekeeping

Guidance:

Housekeeping is everyone's responsibility. Keeping surfaces clean and tidy, putting rubbish in bins, and ensuring walkways and passages are uncluttered should be part of everyone's consciousness every day. Spotting anything which has a potential health and safety risk and reporting it promptly can prevent serious harm.

Specific actions:

- Specific risk assessments for any activity must be read by staff and volunteers
- Induction training must be undertaken before leading an activity
- Induction 'scripts' for participants must be followed prior to the activity
- New electric devices are PAT tested
- Checking and cleaning rotas updated monthly
- All staff sign a declaration of reading and understanding the Health and Safety Policy
- Health and Safety team meet every 6 weeks to review and improve practice

Health and Safety arrangements – Kitchen

Guidance:

A kitchen environment gives people of all ages a chance to develop life skills, learn about nutrition and develop planning, teamwork and independence skills. The presence of heat, knives, hot water etc can provide hazards which need proactive thinking about. Additionally, food hygiene requirements must be kept in mind at all times when using a kitchen and staff working with young people in the kitchen must have completed food hygiene training.

Specific actions:

- Specific risk assessment for Cooking/Catering must be read by staff and volunteers
- Induction training for Cooking/Catering must be undertaken before leading kitchen-based session
- Induction 'scripts' for participants must be followed prior to the for Cooking/Catering activity
- Staff cooking for activities must hold a food hygiene training certificate
- Sharp objects kept in a locked cabinet
- Induction type hobs to minimise risks from burning
- Checks and cleaning rota in place for kitchen area

Health and Safety arrangements -Art Studio

Guidance:

Using the art studio for drawing, painting and making activities builds creativity and expression as well as developing confidence with practical skills. Some paints and solvent based products and sharp objects are needed in these activities but their use must be monitored and supervised to maintain a safe and healthy environment.

Specific actions:

- Specific risk assessment for Art and Design must be read by staff and volunteers
- Induction training for Art and Design must be undertaken before leading kitchen-based session
- Induction 'scripts' for participants must be followed prior to the for Art and Design activities
- Paints and solvents taken out, supervised and replaced into locked cabinets



- knives and scissors taken out, supervised and replaced into locked cabinets
 - Check for ventilation prior to using solvent based substances or spray paint
 - Glue guns and power tools used only after training give
 - Check for trip hazards prior to a session
- Clear all workstations after activity

Health and Safety arrangements -Pottery Studio

Guidance:

Any pottery activities must be done with the presence and supervision of Phoebe Smith.

Specific actions:

Health and Safety arrangements -Functional Fitness

Guidance:

Despite myths, training for functional fitness using resistance is safe for all ages-with correct coaching and supervision. Injuries are rare if due attention is given to the developmental stage of the person training and if training progression is carefully monitored before adding strenuous loads or volumes to exercises. Accidents can be avoided by keeping a clean and tidy training area and checking equipment frequently.

Specific actions:

Health and Safety arrangements -Wood shop

Guidance:

Creating projects from wood and other materials can be an amazing achievement. The use of tools does not need to be a risk, as long as training and supervision are given. Keeping tools and other sharp objects securely locked away, counting them in and out, and being vigilant during sessions can ensure a safe and positive workshop environment.

Specific actions:

Health and Safety arrangements -Bike maintenance

Guidance:

Mending and building bikes can provide valuable opportunities for learning about construction and mechanics, as well as being a creative activity. Many parts of a bike can be sharp and mending awkward areas with hand tools can provide risks of pinches, cuts and crushes. This needs to be included in planning and mitigated by staff to reduce risks.