

Equal Opportunities policy



Introduction

This Equal Opportunities Policy is written in accordance with the legislation listed below and must be adhered to at all times, by employees of XLWales.

Trade Union and Employment Rights Act 1993

The Race Relations Act 1976

The Disability Discrimination Act 1995

Definitions

Direct discrimination occurs when a person is treated less favourably due to their gender, marital status, race/ ethnicity or disability. Indirect discrimination occurs when a requirement or condition has the effect that in practice it disadvantages an individual because of their gender, marital status, race/ethnicity or disability.

General Statement of Policy

XLWales recognises that groups and individuals within society face discrimination, which can be direct or indirect, intentional or non-intentional. The company is committed to equality of opportunity and equal treatment for all employees and users of the activities we provide. Such a policy will maximise the potential of our workforce and the activities we offer as an educational charity. All staff will be aware of the contents of the policy via the Company Manual. All Management level personnel and those in supervisory positions will receive training on the policy and its implications.

Possible misconceptions

Below are some examples of misconceptions that may be held by employees of XLWales:

- a) A person in their twenties would be more suited to work with children than a person in his/her forties because he/she would have more energy.
- b) A female will work better with younger children than a male because the children will be more used to spending time with their mother.
- c) A person in a wheelchair can't work at nor attend events at our Oystermouth premises because we have no wheelchair access.
- d) A person of ethnic origin, which differs from the majority of our service users, will not be accepted by them.

Recruitment and promotion

XLWales will provide equality of access for all by adopting sound recruitment, selection and promotion practices as described below:

- a) Ensuring that recruitment information can be accessed by all.

- b) Ensuring that 'essential' and 'desirable' criteria for all job vacancies are justifiable and do not discriminate.
- c) Ensuring that selection and interviewing are conducted on an objective basis.
- d) Ensuring that employees are encouraged to apply for promotions, which will follow the same controls as recruitment.
- e) Ensuring that the recruiting and training of volunteers use the same procedures as paid employees and where appropriate encourages volunteers to apply for internal posts.
- f) Endeavouring to provide assistance with child care for employees with children of ages 5-11

Activities provided for the public

- a) In planning and developing activities, to give consideration to the content of the activities so that they can be tackled and enjoyed by a wide range of ages and abilities.
- b) To make use of materials and ideas that reflect a variety of cultures.
- c) To try to ensure that the children and adults we work with are operating within the guidelines of this equal opportunities strategy in their interactions with other children.
- d) To provide, through the Club, extended hours care for working parents.
- e) To promote our activities to ethnic minority community groups to assist them in gaining access to our activities.
- f) To promote our policy of inclusion of children with special needs, by seeking the assistance of Special Educational Needs Co-ordinators and teachers in Special Units and Schools, to identify children who may benefit from the activities we offer.

Staff training

To provide staff training on the Club's Equal Opportunities Strategy and ongoing workshops to discuss its implementation and development.

Responsibilities

Fiona Power is responsible for the development and maintenance of the equal opportunities policy. All staff are then responsible for its implementation on a day-to day basis.

Evaluation and review

The policy will be reviewed by Fiona Power on an annual basis, and procedures may be amended within that period taking into account feedback from employees.