



Equal Opportunities Policy

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Equal Opportunities Statement

Whitgift SNAP recognises that some people and groups are subject to unfair discrimination on the basis of race, ethnic origin, religion, gender, visible/invisible disability, age, sexual orientation, nationality, marital status or class

Whitgift SNAP is committed to providing equal opportunities in all aspects of its work with young people, volunteers, committee members, paid staff and parents and in all planned activities. It will strive to reflect the diverse nature of the local community in all its work.

Everyone involved with the project is expected to respect and adhere to our equal opportunities policy. Procedures are in place to deal with any breach of the equal opportunities policy.

This statement will be fulfilled through the Code of Practice outlined below.

Code of Practice

Young People

- The project will consider the young person's physical and emotional needs and be sensitive to the fact that young people come from a variety of cultures, backgrounds and religions. Whitgift SNAP will provide a range of activities to reflect this diversity, which should encompass anti-racist criteria.
- All applications to the project (from new and previously known young people) will be considered under the current priority criteria. Applications will be made each year and will be judged on their current status.
- Monitoring the young people's views of equal opportunities issues will be carried out through the questionnaire sent out following the project.

Volunteers

- Whitgift SNAP will ensure that the recruitment of volunteers is undertaken in such a way that all sections of the community have the opportunity to apply, including advertising and press releases. Ages and attitudes to disability will be considered when selecting volunteers.
- The volunteer organisers that work with the volunteers will follow good practice (procedures will include such matters as recruitment, selections, training, expenses, support, insurance, age limits, health and safety).
- Volunteers will be required to sign a non-discrimination declaration annually.

- Whitgift SNAP will ensure that all volunteers receive a Project information pack including details of how to access the equal opportunities policy, and all other relevant information required, using the Whitgift SNAP website.
- Specific training opportunities will be offered, along with training information regarding equal opportunities issues.
- Confidential monitoring of age, disability, gender and ethnicity will be carried out each year.
- Volunteers will be expected to support and enable any young person attending the project to take part as fully as possible regardless of race, ethnic origin, religion, gender, visible/invisible disability, age, sexual orientation, nationality, marital status or class.
- Volunteers will be expected to support each other and treat each other with respect regardless of race, ethnic origin, religion, gender, visible/invisible disability, age, sexual orientation, nationality, marital status or class.

Management Committee

- The Whitgift SNAP management committee will endeavour to include specialists in the field of disability, representatives of the young people, their parents and volunteers.
- The management committee must be aware of and committed to the equal opportunities policy in all areas of the project.
- Individual members will sign an annual non-discrimination declaration annually.
- Meetings will be accessible, including wheelchair access, on public transport routes, at convenient times of day and travel costs reimbursed for unwaged members.
- Whitgift SNAP acknowledges that all management committee members have the right to express their view.

Païd Staff

- Whitgift SNAP aims to ensure that no discrimination occurs in the recruitment and selection of staff, other than that which relates to the suitability of the person carrying out the job concerned.
- Advertisements should be placed in the local and minority press.

- In order to select the most suitable person for the post, job descriptions and person specifications will be drawn up and used in assessing the suitability of the applicant. There will be set questions at interview and a points system will be used to ensure an objective decision is reached.
- Within this policy, it will be possible for sessional staff, having been recruited within this policy and satisfactorily completed a probationary period, to be offered future sessional work for Whitgift SNAP without the need for further interview or selection procedure, should the management committee decide.
- All staff must be committed to the equal opportunities policy, and sign the non-discrimination declaration annually.
- Paid staff will need to be able to work alongside other staff and volunteers from a variety of cultures and backgrounds. They must be able to plan and carry out a wide range of activities positively involving and enabling young people regardless of race, ethnic origin, religion, gender, visible/invisible disability, age, sexual orientation, nationality, marital status or class.
- Whitgift SNAP will provide all staff with information about training opportunities relevant to their post.

Parents

- Whitgift SNAP will offer parents the opportunity to join in the planning of activities. Parents should also be able to meet staff and hear about the project before the event if they wish to.
- Parents of young people who have not attended before should have the opportunity to meet at least one member of staff to discuss the project before it begins if they wish to do so.
- Whitgift SNAP acknowledges that an inability to pay the fee should not be a barrier to attendance.

Young People

- All young people attending SNAP will be expected to respect other young people, volunteers and staff. Any racist or sexist behaviour should be challenged appropriately.

Publicity

- Whitgift SNAP will produce a publicity leaflet to provide information for new users of the project, fundraisers and relevant agencies to increase the awareness of the project. This will be produced with an awareness of the importance of showing positive images of young people with disabilities actively involved in activities.

- In order to reach the wider community, the management committee will seek funds for a brief description of the project to be translated into several minority languages to be included in the publicity leaflet.

Evaluation Policy

- The annual project review, which usually takes place in September, will include a review of the equal opportunities policy and suggest amendments if necessary.
- Monitoring of young people, volunteers, management committee, and paid staff will be carried out and these figures discussed at the review meeting.
- The management committee members, volunteer organisers, and coordinator reserve the right to act accordingly if any person contravenes this equal opportunities policy.