



Equality and Diversity

Our beliefs and how we work.

Seashell works for equality and diversity and equal rights, for all employees, students, people who live here and use our services.

There are laws in this country that make it illegal to give someone worse treatment because of things like their race, or because they are men or women or because they are disabled. The Equality Act 2010 is a law that protects many more people.

The laws are to do with hiring and firing people and the way they are treated in a job. The law also says that services must not discriminate unfairly.

We will make sure that we do all things legally.

We want everyone to be respected and have good lives and opportunities.

As an organisation we value and celebrate difference. We want to involve lots of different people in our work.

You will not be treated unfairly because of your:

- Disability
- Race or culture
- Nationality
- Religion
- Gender (If you identify as a Man, a Woman or as non-binary)
- Class or background
- Marital status (If you are married, single or have a partner)
- Being a parent or not
- Being young or old

- Sexual orientation (If you are Lesbian, Gay, Bi-sexual)
- Trans-gender
- Immigration Status
- Being a care giver
- Mental health issues and use of mental health services.
- Being a member of professional bodies
- Having previous convictions (as long as they do not impact on the wellbeing of young people).

At Seashell we believe that equality and diversity is about doing things to include people and make them feel welcome. For example:

- Having good access so that people who use wheelchairs can get into buildings.
- Having interpreters for people whose first language is not English.
- Choosing staff only based on whether they can do a job well or learn the job they must do.
- Making sure that information is accessible with no jargon.
- Stopping things being done that are wrong and harm people. For example calling people names that they don't like.
- Making sure that when we use images of people, we include different people, so that everyone feels that they are welcomed and can take part.
- Asking people what they like or want and not taking decisions for them.

Everyone in Seashell must know about and do things that respect equality and diversity.

- This includes directors, governors, management, workers, volunteers, trainers and consultants and children and young people.
- This includes all the work we do internally and when we work with other people and organisations.

How are we going to go about making this policy work?

About Staff

- We are an equality and diversity employer. We recruit staff following equality and diversity rules to make sure we choose staff only because they can do the job that needs doing.
- (The rules about staff recruitment are in the Employee Handbook).
- We will try to ensure that people who use our services are consulted in all of our projects.
- All staff will be trained to support employees with disabilities to be really good in their work.
- Seashell has many adaptations to allow access for people with different impairments.
- We must keep on trying out ways of working, office routines and systems (for example accessible filing systems, accessible meetings) to ensure the full inclusion and participation of people with different needs and abilities.
- When jobs are advertised, we make sure that our adverts encourage people from discriminated against groups to apply.
- We must continue to give training and development opportunities to help all workers to become better in their jobs.
- We offer flexible conditions for mothers and fathers who work for us.
- We will keep records of staff to check if any group is not well represented in our organisation. We will take action and make sure that we do the right things to get people from groups that miss out the most.

- We know how much more difficult it is for people who face double discrimination, such as being a black person with learning disabilities. We will therefore try to advertise in places that are accessible to people from minority communities.

**About our
Volunteers:
(Including
our Board
of Directors
and
Governors)**

- We work with a large number of volunteers.
- All people in our organisation are supported to understand what Equality and diversity means.
- We offer interpreting. We will make sure that our work always includes people with who have sensory impairments because they can miss out the most.
- We make sure that when we recruit volunteers we try to reach and include people from groups that face discrimination and disadvantage and are under-represented in our organisation.
- We monitor our recruitment of volunteers and members of our Board of Directors and Governors.
- We will make sure that our work includes all people. We must always ensure that our information is accessible to people who cannot read or write.
- We will not use jargon.
- This includes making sure any conferences and events we run are accessible and meet everybody's needs.
- All our projects must be reviewed to ensure we are making progress in achieving our equality and diversity targets.

- Everybody in our organisation must make sure that we do all things with equality and diversity in mind. Everybody must have their say.
- We will not tolerate abusive, offensive or discriminatory behaviour.
- We will use disciplinary and grievance procedures if someone does something that is against our equality and diversity.
- We will make sure that we support children and young people have the right support for learning, living and joining our activities.
- We will make sure we meet the needs of children and young people.
- We will train our staff to support children and young people well.
- We will help young people to communicate and to use their voice. We listen to the views of children and young people and act on them.
- We will teach children and young people to understand about differences and to celebrate them.
- We will challenge discrimination towards children and young people.

About children and young people:

The Leadership Team will check this policy every year to make sure that we are doing what we said we would do about equality and diversity.