



The Equality and Diversity Policy

APAC

ACADEMY OF PLAY AND CHILD PSYCHOTHERAPY

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1 Policy Statement

The Academy of Play and Child Psychotherapy (APAC) is committed to the principle and practice of equal opportunity and to the Race Relations (Amendment) Act 2000 which places a general duty to promote race equality, take action to eliminate unlawful racial discrimination, promote equality of opportunity and good relations between people of different racial groups. We aim to ensure that all staff are valued as individuals, and whose diversity reflects the communities we serve.

APAC is also committed to enabling all staff to achieve their full potential in an environment characterised by dignity and mutual respect.

All staff of APAC should be treated fairly and with respect, regardless of age, disability, employment status, gender, health, marital status, membership or non-membership of a trade union, nationality, race, religion, domestic circumstances, sexual orientation, ethnic or national origin, beliefs, social & employment status, HIV status, or gender re-assignment.

APAC has a duty to be proactive in promoting race equality and will be active in ensuring that it works to avoid unlawful discrimination and promotes equality of opportunity and good relations between persons of different racial groups. The APAC Race Equality Scheme sets out how we will meet these requirements.

APAC's objective is to eliminate unfair discrimination and performance and will be monitored on a regular basis. Failure by any member of staff to abide by this policy may be grounds for disciplinary action to be taken under the APAC's agreed procedure.

1.1 The case for Equal Opportunities

Equality of opportunity means that an individual's diversity is viewed positively and, in recognising that everyone is different, valuing equally the unique contribution that individual experience, knowledge and skills can make.

APAC believes equal opportunities are fundamental to the delivery of services - in an equal opportunities' environment APAC will be able to recruit the best candidates and enable them to realise their full potential by offering the appropriate training and development and flexible working patterns. The outcome is likely to be improved individual performance, a higher rate of retention, and reduced sickness absence and increased quality overall.

As a good employer, APAC wishes to be just and equitable both to our staff and the wider community, especially those concerned with children's mental health, emotional and behavior issues, with the outcome likely to be a better public image within the local and national community and increased public confidence in our services.

In addition, it is illegal to discriminate unfairly on grounds of race, sex or disability, sexual orientation, religion and belief, or age within the legal framework listed below:

- The Race Relations Act 1976 (Amendment) Regulations 2003
- Sex Discrimination Acts 1975 & 1986
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Employment Relations Act 1999
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion and Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006

This policy has been developed within the framework of both relevant UK and European legislation and our employment policies and procedures.

2 Responsibility for Implementation

APAC's Chief Executive and Executive Board are responsible for ensuring that this policy is implemented effectively and that all staff are aware of it. All staff who work for APAC are responsible for being familiar with this policy and to ensure they implement it effectively and fairly.

All staff have a personal responsibility to:

- treat people fairly and without prejudice;
- value and respect others;
- ensure that no one is harassed, victimised or bullied in the workplace in line with this policy;
- promote a work environment where everyone feels confident to report incidents, which are unfair or personally offensive, and to report such incidents to a senior member of staff when it is believed they have taken place;
- ensure that no racist incidents take place within APAC*.

* A racist incident is any incident which is perceived to be racist by the victim, or any other person.

External contractors and agencies providing services on behalf of APAC on APAC premises or in venues hired by APAC, will be expected to make their staff aware of this policy and to comply with it.

Monitoring and review of progress will take place regularly and by managers as part of the business planning process.

3 Equality of Opportunity

Equal opportunities issues arise throughout employment and for contractors, particularly in the following areas:

- Recruitment

- Promotion
- Development

In order to ensure the delivery of high-quality services, APAC recognises that employers should have a fair and non-discriminatory system for recruiting, developing and promoting people. Fair and open recruitment procedures will be in place and staff with a responsibility for recruitment will be trained for their roles.

Recruitment and promotion procedures will be monitored regularly to identify where and how they can be improved and to enable the planning of potential positive action initiatives for under-represented groups.

3.1 Recruitment

No job or course applicant will receive less favourable treatment than another on the grounds mentioned in Section 1 of this document.

All vacancies and course places will be published internally and externally (when necessary) except those:

- which are 'ring fenced' for staff at risk of their post being made redundant;
- where a member of staff is being redeployed to accommodate their disability, health needs, training or other similar reason.

APAC will not discriminate directly or indirectly when advertising a post or a course place by including any requirements or criteria, which are unnecessary to the post and may, unintentionally, exclude certain groups of potential applicants from applying. Advertising for a certain category of (male/female) staff would be exceptional and based within current legislation. Advertisements will be expressed in clear language and available in a variety of formats (when required) e.g. large print

No discriminatory language should be included in advertisements.

Positive action measures are permitted where the conditions set down in legislation are met and statements in advertisements, and the appropriate placement of advertisements, can encourage people from under-represented groups to apply.

3.2 Selection

APAC recognises that it is unlawful to use staff or course recruitment methods that exclude or disproportionately reduce the number of applicants from a minority group. Each individual will be assessed according to his or her personal capability to do the job.

Selection will be applied consistently and based upon clear criteria in accordance with the job description and person specification. It should be noted that the use of selection tests and selection criteria in recruitment procedures shall be related only to the job being filled, and will not include any

requirements or criteria, which are unnecessary to the post.

Short-listed candidates will be asked if they require any reasonable adjustments to be made in the selection process to enable ease of participation.

All selection decisions should be carried out by more than one person, and where a panel is appropriate, this should reflect the diversity of the workforce.

A written record of all decisions will be kept for a minimum of 1 year.

3.3 Promotion

Promotion is a competitive selection process for internal candidates, and opportunities for promotion will be widely published within APAC, and open to any employee with either the skills, or potential after training to meet the requirements of the job description.

The selection process will apply as above.

All unsuccessful applicants will be entitled to written reasons why their promotion was not successful, upon request.

3.4 Training and Development

All new staff should undergo a comprehensive induction programme including training in equal opportunities policy and practice at work.

Staff should have a personal training and development plan which is reviewed annually.

Information on opportunities available for support, supervision, training, promotion and career development should be made available to all staff, and the take up of such opportunities monitored as part of the audit process.

3.5 Managing Performance

Managers must ensure that performance management processes e.g. Performance Appraisal Policy and Procedure, and Disciplinary and Dismissal Policy and Procedure are applied fairly, objectively and within the spirit of this policy. Every member of staff should have a development plan that is designed to meet their specific needs.

4 Race Equality

APAC is committed to developing an Equalities Framework that provides a workplace where all staff, whatever their differences, feel valued and have a fair and equitable quality of working life. It fully supports the objectives of the Race Relations Act and the Commission for Racial Equality Code of Practice as part of this approach.

APAC is committed to ensuring that it meets its statutory duties and is responsible for the effective implementation of the Race Equality Scheme. The Chief Executive will be accountable for the maintenance and review of the Scheme.

Objectives and targets identified in respect of relevant policies will be integrated into the organisation's strategic and business planning process and performance review systems.

The Chief Executive will be responsible for producing workforce information to identify any patterns of inequality and reporting any anomalies or areas of concern to the Executive Board.

The Chief Executive will monitor the implementation and progress of the Scheme's Action Plan.

We will meet our general duty under the RR (A) A by integrating race equality objectives into all areas of our business strategy. We will ensure that race equality issues are taken into account in our policy development, practice and day to day service delivery. We will not tolerate any discrimination in our service delivery.

We will also meet our general duty by integrating racial equality objectives into our existing and new employment policies, procedures and practices. In particular we will:

- apply and promote our Equality and Diversity policy at all levels
- encourage recruitment from all ethnic groups
- treat every employee with dignity and respect and promote an environment free from harassment, bullying, discrimination and victimisation
- investigate any breach of the Equality and Diversity policy promptly and effectively
- train and develop our staff to value diversity and raise awareness of discrimination
- monitor and evaluate our employment practices to ensure that our RR(A)A objectives are being met, promptly taking any remedial action where necessary
- ensure that our employment policies, procedures, practices and terms and conditions comply with and promote the objectives of the RR(A)A and our approach to equal opportunities

4.1 Consultation

We will ensure that assessment and consultation is genuine and representative. It must also be in proportion to the potential impact on race equality of the policy under assessment, and appropriate for the subject matter. Findings will feedback to decision makers, in order to affect policy change and development, where needed.

5 Commitment to Equality

5.1 Working Environment

As part of its commitment to equality for a diverse workforce, APAC will aim to create a culture in which all staff have the right to be treated with dignity and respect.

Managers and Course Directors shall ensure that staff and students are able to work in an environment which is free from harassment and intimidation, and where real regard is given to their individual needs. Managers are responsible for setting the standards of acceptable behaviour for staff, Course Directors, and course participants, and shall ensure that their own behaviour cannot be construed as harassment by, ensuring that they act with fairness and equity.

Each member of staff is responsible for their own behaviour.

APAC will also make reasonable adjustments to the workplace to ensure that staff who consider themselves to have a disability are not at a disadvantage compared to staff without a disability, for example managers may purchase new equipment or make changes to the current equipment.

5.2 Terms and Conditions of Employment

APAC will ensure that policies covering pay, benefits, grading, marking, assessment and other terms and conditions are formulated and implemented to be free from bias against any group likely to experience discrimination regardless of age, disability, employment status, gender, health, marital status, membership or non-membership of a trade union, nationality, race, religion, domestic circumstances or sexual orientation, ethnic or national origin, beliefs, social and employment status, HIV status, or gender re-assignment.

Equality of access to opportunities for the development of skills, promotion etc. will apply regardless of hours worked or any other non-standard term in the contract of employment.

All staff have the right not to be treated less favourably than comparable staff within APAC, in terms of fees, pay, benefits and employment status, and this policy complies with the following legislation:

- Equal Pay Act 1970 (Amendment) Regulations 2003
- Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations 2002
- Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000

For example, the right to equal pay arises if an employee is employed on equal work with somebody of the opposite sex - equal work is defined as the same or broadly similar; rated as equal under an analytical job evaluation scheme; or of equal value.

5.3 Monitoring, Evaluation and Review

APAC will maintain adequate personnel records to enable effective monitoring of compliance with this policy.

5.4 Dealing with Complaints

All staff including Course Directors should be aware that direct or indirect discrimination, victimisation and instances of harassment or abuse, which are in contravention of this policy and/or the law, will be treated as disciplinary offences and will be dealt with under APAC

Disciplinary Procedures.

If a staff member believes that the Equal Opportunities and Race Equity Scheme has not been applied to them, he/she should advise his/her manager or Course Director, in writing, of the complaint.

The Manager or Course Director will ensure that the complaint is dealt with quickly, effectively and confidentially and fully investigated by an appropriate person and that the appropriate action is taken in accordance with the policy.

5.5 Responsibility

Overall responsibility for this policy rests with the Chief Executive of APAC. It is the joint responsibility of managers, Course Directors and staff representatives to ensure that this policy is implemented correctly.

6 Definition of principle terms

6.1 Bullying

Bullying includes persistent criticism, intimidation, personal abuse and/or ridicule which humiliates or demeans the individual involved, eroding their self-confidence.

6.2 Direct Discrimination

Direct discrimination is treating someone less favourably than others would be treated in the same or similar circumstances on the grounds of race, sex or disability or sexual orientation.

6.3 Indirect Discrimination

Indirect discrimination is the application of a requirement or condition which, whether intentionally or not, adversely affects one group considerably more than another and cannot be justified.

6.4 Harassment

Harassment is any unwelcome condition, which is offensive to the recipient. It includes physical, verbal, or non-verbal conduct. This can take the form of, for example, verbal abuse, unwanted physical contact, suggestive remarks, jokes, gossip, graffiti, or the display of material which gives offence, derogatory statements etc. It may be a single incident or be persistent and may be directed at more than one individual.

6.5 Victimisation

Victimisation is when a person is treated less favourably than others would be in the same, or similar, circumstances because the person has made a complaint or allegation of discrimination, or has acted as a witness or informant, in connection with proceedings under the Race, Sex and/or Disability Discrimination Acts.

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