

Totnes Rural Area Youth Engagement Project

www.traye.org

**Equality and Diversity Policy**

**Membership to Totnes Rural Area Youth Engagement project**

Equality and diversity should always be taken into account in the membership of our club. We will try and ensure that everyone is treated equally and fairly:

1. Diversity amongst our members will be valued. Differences and individual skills will be promoted and utilised.
2. The same opportunities for involvement will be provided for every member
3. The differing needs of our individual members will be taken into account when booking venues and arranging the dates and times for sessions/meetings
4. Sessions/meetings will be arranged so that as many people as possible have the opportunity to attend and to gain access to a venue.

**Involving and representing the community**

1. TRAYE will actively seek to increase membership in order to represent an accurate cross-section of the community, including hard to reach groups and those who are under-represented
2. TRAYE will attempt to increase involvement and representation by advertising sessions/meetings in a wide variety of locations including libraries, shops, schools, community and health centres, places of worship, and colleges
3. Publicity and advertising, where possible, will be made available in a variety of different formats and languages to include the whole community
4. TRAYE where possible will seek to assist minority and hard to reach groups by identifying their needs in the community and establishing links with other organisations.

**Conduct during club sessions/meetings**

1. TRAYE will not tolerate any discriminatory or offensive behaviour
2. TRAYE will not tolerate racist, sexist or discriminatory remarks (relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) during any sessions/meetings.

**Recruitment and selection of staff, helpers/volunteers and conditions of employment**

1. TRAYE aims to provide equal opportunities for our employees, job applicants, and helpers/ volunteers
2. TRAYE recognises the benefits of drawing on the skills of individuals from a wide range of backgrounds who will all play their part in making the project successful.
3. TRAYE will aim to ensure that job applicants will not receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race including ethnic or national origin, colour and nationality, religion or belief, sex and sexual orientation or any other factor that is irrelevant to the selection process.

**Training, development and supervision**

1. Training to raise awareness of equality and diversity issues will be offered to all members of the organisers/committee, staff, helpers/volunteers
2. Training to be provided to ensure that all our members are aware of their rights and responsibilities under the Equality and Diversity Policy.

**Unacceptable behaviour**

1. Our members have a responsibility to report all incidents of harassment or discrimination to the committee/organiser
2. Incidents of discrimination or harassment will be treated seriously by the committee/organiser and dealt with fairly
3. The committee/organiser will put in place an adequate system or procedures in order to deal with any form of harassment, unfair discrimination, incidents or complaints. See our Disciplinary and Grievance Policy for Paid Staff (Employees) for further information.

**Implementing and following the policy**

1. TRAYE’s organisers, staff, helpers/volunteers and members will strive to become an example of equal opportunities by adhering to all responsibilities as outlined in the Equality and Diversity Policy
2. The implementation and effectiveness of the Equality and Diversity Policy will be monitored and reviewed on an annual basis.

**Sign Off on Policy**

**Name: Kerry McCabe Position: Youth Officer**

**Signed: K. McCabe Dated: 06/01/16**

**We are committed to reviewing our policy and good practice guidelines annually.**

This policy was last reviewed on:

04/01/17 Kerry McCabe – Youth Officer

06/01/18 Kerry McCabe – Youth Coordinator

02/02/19 Kerry McCabe – Youth Coordinator

9/4/20 by Frankie Eriksson (Lead Youth Worker)

09/04/21 – Kerry McCabe – TRAYE Manager

08/04/22 – Kerry McCabe – TRAYE Manager

For further information, please follow the link to the [Home Office's Guidance Publications on the Equality Act](http://www.homeoffice.gov.uk/publications/equalities/equality-act-publications/equality-act-guidance/).

**N.B.** Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.