




Foreland Fields Charity

Equality, Diversity and Inclusion Policy

Date of Last Review	6 th May 2025
Review Cycle	Annually
Date (Month / Year) of Next Review	6 th May 2026
Date Policy was Ratified by CHARITY	6 th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	Inclusion
Signed – Chair 	6 th May 2025

Introduction

The Charity is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. The Charity is committed to promoting equality of opportunity for all Trustees', service users and job applicants as per the Equality Act 2010. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

The aim is for our workforce to be truly representative of all sections of society and for each employee/volunteer to feel respected and able to give their best.

The principles of non-discrimination and equality of opportunity also apply to the way in which Trustees' treat visitors, clients, service users, pupils and their families, suppliers, members of the public and former Trustees'.

All Trustees' have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of Trustees', regardless of their status.

This policy has been implemented following consultation with the Charity Trustees'.

Purpose

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether voluntary, permanent, temporary, part-time or full-time
2. Not unlawfully discriminate protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents/carers
 - requests for flexible working
 - selection for employment, promotion, training, or other developmental opportunities

This policy applies to all aspects of our relationship with Trustees' and all external stakeholders, pupils and their families and service users, and to relations between Trustees' members at all levels. This includes all aspects of the Charities work without exception.

Legal Status of this Policy

This policy complies with The Charities legal duties under:

- Section 149 of the Equality Act 2010 (the public sector equality duty)
- The Equality Act 2010 (Specific Duties) Regulations 2011.

Equality Duty

The general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

These are often referred to as the three aims of the general equality duty.

Our Commitments

The Charity commits to:

1. Encourage equality, diversity, and inclusion in the workplace.
2. Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Trustees' are recognised and valued.

This commitment includes training Trustees' and volunteers about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include Trustees' conducting themselves to help the organisation provide equal opportunities and prevent bullying, harassment, victimisation, and unlawful discrimination.

All Trustees' should understand they can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their post against fellow Trustee's, pupils and their families, clients, service users, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow Trustees', pupils and their families, clients, service users, suppliers, visitors, the public and any others in the course of the Charities work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Furthermore, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the

Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development, and progress available to all Trustees', who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning Trustees' being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review recruitment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Equality Objectives

The Charities Equality Objectives 2025-2028: Continue to support the development of specialist provision, that reflects the changing needs of the school provision and impacts on pupil progress, to ensure provision for all regardless of need, age or any other characteristic. This will include a focus on meeting physical and sensory needs as well as the development of life skills and work opportunities.

Agreement

The equality, diversity and inclusion policy is fully supported by Trustees' and has been agreed by the board.

Policy Responsibilities

Our Trustees' have overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the Jeremy Edwards.

All Trustees' must set an appropriate standard of behaviour, lead by example, and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Trustees' will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

If you have any questions about the content or application of this policy, you should contact the Jeremy Edwards.

Recruitment and Selection

We aim to ensure that no applicant suffers discrimination because of any protected characteristic. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the Equality, Diversity and Inclusion Policy – Foreland fields Charity

basis of their relevant merits and abilities. Selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.

Any advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. They should include an appropriate short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be taken into account).

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion, and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

Trustees' Training, Promotion and Conditions of Service

Trustees' training needs will be identified through discussion and all aspects of training and charity work will be available to all trustees.

Disability Discrimination

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties because of your disability, you may wish to contact the Jeremy Edwards to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Jeremy Edwards may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of the school site to consider whether they place disabled trustees at a substantial disadvantage compared to other Trustees'.

Disciplinary and Grievance Procedures

Details of the Charities grievance and disciplinary policies and procedures can be found in our associated policies. This includes with whom any Trustee should raise a grievance – usually the Chair.

Use of the Charities grievance or disciplinary procedures does not affect a Trustees' right to make a claim to a tribunal (subject to meeting the criteria) within three months of the alleged discrimination.

Breaches of this Policy

If you believe that you may have been discriminated against you are encouraged to raise the matter through our grievance procedure. If you need advice on how to proceed you should speak to Jeremy Edwards.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Trustees' who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

Any member of Trustees' who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

Monitoring and Review of this Policy

This policy is reviewed annually by the Charity Trustees'. Recommendations for change should be reported to Jeremy Edwards.

We will continue to review the effectiveness of this policy to ensure it is achieving its objectives. As part of this process we monitor the composition of the board and the progression of our Trustees'.

Trustees' are invited to comment on this policy and suggest ways in which it might be improved by contacting the Jeremy Edwards.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6 th May 2025	Initial policy approved	Annually