

EQUALITY AND DIVERSITY POLICY

This policy of intent sets out a commitment by The Time Out Group to avoid direct and indirect discrimination within its remit. The Time Out Group Management Committee are committed to the principles of equal opportunity and charges the implementation of the Equal Opportunities Policy to the Group Leader, employees and volunteers of The Time Out Group.

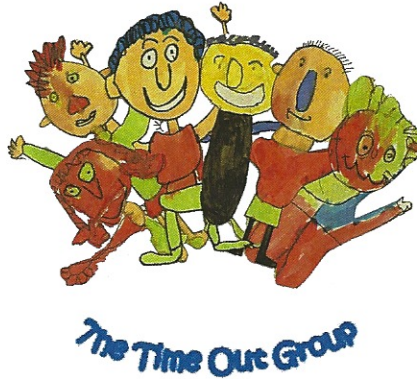
The Time Out Group believe that cultural diversity, in the widest sense, positively enriches our lives, and that everyone has a contribution to make to our society and a right to equal treatment.

The Time Out Group recognises that certain groups in society currently suffer discrimination and are denied equality of opportunity. The Time Out Group makes a positive commitment to opposing all forms of discrimination within the organisation.

The Time Out Group will therefore ensure that it has measures in place to combat direct or indirect discrimination in its employment practices and its provision of services. It aims to ensure that no job applicant, employee, volunteer, or organisation/individual to whom it provides services will be discriminated against.

COMMON GROUNDS FOR DISCRIMINATION ARE (THIS LIST IS NOT EXHAUSTIVE):

- Race, colour, nationality, ethnic or national origin
- Gender, marital status or caring responsibility
- Sexuality
- Age
- Physical or mental disability
- Political or religious belief
- Class
- HIV status
- ~~Employment status~~



The Time Out Group will not discriminate by imposing any conditions or requirements that cannot be shown to be justifiable.

POLICY IMPLEMENTATION

1. Legislation

The Time Out Group will comply with all the appropriate legislation

2. Responsibilities

All trustees, employees and volunteers will be responsible for ensuring the practical application of the policy, which extends to the treatment of the trustees, employees, and volunteers. The Group Leader has overall responsibility for the operation of this policy, subject to the direction of the committee.

3. Employment

The Management Committee will be responsible for ensuring that fair and adequate arrangements exist for both effectively handling and recording all aspects of employment including recruitment and retention.

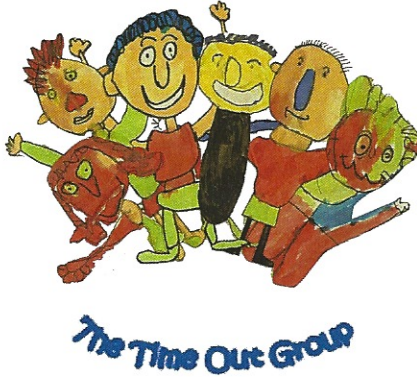
5. Principles.

Users of Time Out Group services will be treated with respect. Any degrading behaviour or harassment will be treated seriously. If the matter cannot be resolved informally the Time Out Group complaints procedure will be followed.

The Time Out Group may withdraw services indefinitely from an individual or organisation if equality of opportunity is not upheld.

The Time Out Group will promote the principles of this Equality and Diversity Policy as widely as possible.

The Time Out Group is committed to encouraging wide participation in its events and activities and will always try to arrange meetings etc so that they are accessible to all eligible to attend.



REFERRAL PROCESS

Children and families will either be referred to us by their Social Worker, or through the parents directly. Children will be placed on the waiting list and when a place becomes available the following points will be considered, alongside the Warwickshire County Council 'Matrix of Need' before a child is invited to attend the group.

1. How long they have been on the waiting list?
2. Do they still want a place in the group?
3. What support does the family currently receive?
4. What specific needs does the child have and what other facilities can they access?
5. Are there any siblings? What is the make up of the family?
6. What staff /child ratio does the child require and does the current place allow for this?
7. What are the current dynamics of the group and would the child fit with the mix?

All decisions will be in accordance with the Time Out Group's Equality and Diversity Policy.

This policy was adopted by the committee on 12 June 2018 and last updated on 20 June 2022.

Signed.....*H. Bradley*..... Chair*8/7/22*..... Date