



Diversity, Equality and Inclusion Policy

This document consists of:

- General Principles of Diversity, Equality and Inclusion
- Legal responsibilities
- Roles and responsibilities for implementation and review
- Diversity, Equality and Inclusion in Employment and Recruitment

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1. General Principles

Kids Kabin is committed to diversity, equality and inclusion - These principles will be prioritised in Kids Kabin's governance, management, recruitment and employment of paid and unpaid workers, and in its community and stakeholder relationships and in its activities and delivery. Kids Kabin is committed to actively working against all forms of discrimination including that based on race, national or ethnic origin, religion, sex, gender reassignment, marital status, sexual orientation, disability, age, appearance, responsibility for dependants or criminal background.

Everyone is welcome – Kids Kabin welcomes all people from all backgrounds - trustees, staff, volunteers and children and young people – and will actively consider how to engage and include underrepresented groups.

Everyone is responsible – Everyone involved with Kids Kabin (from Trustees, to staff, volunteers, children, parents and delivery partners) will be aware of our policies and principles. We consider it everybody's responsibility to promote diversity, equality and inclusion and challenge discrimination wherever it is seen or heard.

Kids Kabin will monitor, review and improve - Trustees and staff will actively monitor and review this Policy, with regular updates at staff and trustee meetings and formal review of the policy every 2 years. We will regularly adapt and assess our services to make sure that as far as possible, they are accessible and relevant to all children and young people.

2. Legal responsibilities

We are aware of our responsibility under the Equality Act 2010. The Act makes it unlawful to discriminate against anyone because of a protected characteristic in a wide range of areas including employment and the provision of services. These protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

3. Roles and responsibilities

Board of Trustees - The board will review this policy and evaluate its effectiveness in achieving its aims. There will be a full, formal review every 2 years. There will be a lead on diversity, equality and inclusion on the Board who will actively promote good practice and support the staff team.

Chief Officer – The chief officer will monitor the effectiveness of the policy across Kids Kabin and report to the board.

Business Support Manager, Newcastle Lead, Middlesbrough Lead and Delivery leads – The Business Support Manager (for Newcastle) and the Middlesbrough Manager (for Middlesbrough) will implement training and induction and oversee diversity, equality and inclusion actions and plans. Newcastle lead and other

delivery leads are responsible for implementing plans within their sessions and with their teams.

Staff and volunteers – All colleagues are responsible for their own behaviour, for supporting and educating children and young people and for working to effectively challenge any discrimination they experience. Managers will support them when there is a more difficult situation that arises.

4. Processes and practice

Training for staff and trustees – Staff will receive training. All new Trustees will receive diversity, equality and inclusion training as part of their induction.

Diversity, equality and inclusion Champion – two staff members (one in each area) will have additional training and lead conversations on diversity and equality with staff and volunteers.

Review at staff meetings – The progress of any actions and any concerns will be raised and reviewed at staff meetings. If there is an incident around discrimination towards staff, volunteers or other children this will be written up and followed up accordingly.

Reporting to the Board - Any incidents or areas of concern will be brought to the Board at their next meeting. If a serious incident arises, it may be necessary to inform the Board as soon as possible, rather than waiting until the next Board meeting.

Conversations with children and young people – Kids Kabin will develop talking points about the principles of diversity and equality and explain about the importance of treating everyone equally and not discriminating against anyone else for any reason.

Activity delivery – Principles of diversity, equality and inclusion will be incorporated into creative workshops and activities. Kids Kabin participants will be encouraged to demonstrate diversity through their creative activity. The Kids Kabin international volunteer team (AVPs) will be encouraged and supported to introduce diversity from their backgrounds, alongside all colleagues. Children will be supported to talk about their identity and local area with staff and volunteers.

Partnership work – Kids Kabin teams will engage partner organisations to support our learning and awareness and to help us improve our practice.

Engaging and including underrepresented groups – We will actively consider underrepresented groups in the community and consider how best to support their inclusion and involvement. If there are any barriers to participation then we will try to improve access where we can.

Responding to concerns about equality and incidents of discrimination -- Staff, young people and other people involved with Kids Kabin will be encouraged to raise

any concerns about diversity, equality and inclusion and to highlight any incidents of discrimination.

In the event of any concern being raised, this will be considered a formal incident and will be recorded, reported and acted on in line with the Complaints Procedures.

5. Equal Opportunities in Employment

Principles

- Kids Kabin is an equal opportunities employer.
- All employees and job applicants are treated fairly and consistently and are not subject to unreasonable requirements or conditions.
- No employee will experience prejudice or discrimination as outlined in the general principles statement of this document.
- It is a condition of service that all employees act in accordance with this policy. The policy will be made clear to staff and volunteers and action will be taken to deal with any breaches of policy.

Recruitment, Induction, Appraisal and Supervision Procedures

This recruitment procedure has been developed to ensure that all individuals interested in securing a position as an employee within Kids Kabin are given the same information, documentation and opportunity to apply.

The procedure for the selection and recruitment of employees will be as follows:-

- Selection of the interview panel
- Selection of a chair for the interview panel
- Review of Job Description
- Review of Person Specification
- Advertising of position
- Application pack sent out or obtained from website by candidate
- Shortlisting by recruitment panel
- First Interview
- Practical Interview
- Selection, reference checks & Disclosure and Barring Service (DBS) Check

Members of the management team will have completed safer recruitment training in the past 2 years.

Selection of the interview panel

The interview panel will normally consist of diverse panel representing members of the Kids Kabin team in different roles. The length of service and interview experience of the panel members will also be considered. The panel and its chair will be selected by the Board of Directors or by a person appointed by them.

Selection of a chair for the interview panel

The interview panel will have a chair who will be appointed when the panel are selected.

The role of the chair is to

- Oversee the interview process including shortlisting, interviews, follow up and appointment.
- Ascertain from the panel members whether they have any conflicts of interest (e.g. knowledge of any candidates) and report these to the Chair of the Board or the manager if or when they arise.

Review of Job Description

The job description will be reviewed to ensure that it gives an accurate description of the work to be carried out with responsibilities clearly stated.

Review of Person Specification

The person specification will be reviewed to ensure that all specifications directly relate to the job description. There will be two types of requirements, 'essential' and 'desirable'.

Advertising

The vacancy will be brought to the attention of the public through public advertising/advertisement. This may be through the Kids Kabin website, social media platforms, emails to partner organisation and other job recruitment websites. All recruitment briefs will contain a statement that an application for an enhanced DBS check will be submitted in the event of the individual being offered the position. They will also state that applications from members of BAME, LGBT+ and any other minority groups will be welcomed.

Application pack

Each application pack issued will contain:

- A covering letter
- A job description
- A person specification
- An application form inc. equality monitoring form
- A self-disclosure form
- The Safeguarding policy
- The Diversity, Equality and Inclusion policy
- Any appropriate additional information

All completed application forms will be returned to someone who is not participating in the recruitment and selection process. This person will detach the Equal Opportunities Monitoring Form and give each application an individual reference number. Therefore, the short-listing team will be unaware of the personal details (eg age, gender, race etc) of the candidate. Any additional information such

as CVs submitted with the application form will not be considered in the application process.

Short-listing

Candidates will be short-listed based on an assessment of how they match the essential and desirable criteria on the application form. Short-listed candidates will be invited to interview. Only references concerning those short-listed will be requested, received and reviewed prior to the interview taking place. Any questions arising from the references can be discussed at interview. The self-disclosure form will also be reviewed for short-listed candidates. Any necessary clarification or follow up will be sought.

Interview

Prior to any interview, the panel will meet and formalise a list of questions and decide how to evaluate the answers given. All candidates will be asked the same questions, with additional ones in response to answers given to these.

Practical interview

If the position involves running workshops with young people, then an invitation to a practical interview will be given to all candidates who are shortlisted for this stage of the recruitment process. Candidates may be asked to lead a short activity with young people for this practical interview.

Selection

Following the completion of the interviews the panel will determine which of the applicants is the most suitable for the vacant position. The panel reserve the right not to appoint any of the applicants and to re-advertise the post. Selection will be based on looking at those who have fulfilled the 'essential' criteria, ascertaining who has the most 'desirable' criteria and responses to interview questions. A 'scoring' sheet will be completed and kept. The offer of an appointment to the successful candidate will be subject to satisfactory references and an Enhanced Disclosure and Barring Service check will be requested. A criminal record will not necessarily bar an individual from working with Kids Kabin. This will depend on the nature of the position and the circumstances and background of the offences. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974, and using checks processed through DBS, Kids Kabin complies fully with the relevant code of practice and undertakes to treat all applicants for positions fairly. In the interest of confidentiality, information about offences, cautions and convictions is shared only with those who need to have such information [see the appendix to this policy].

Unsuccessful applicants will be informed as soon as possible and a nominated member of the interview panel will be available to give feedback.

Induction

All staff and volunteers receive a detailed induction into the organisation and their role, and complete an induction checklist.

Appraisal and supervision

All staff and volunteers receive monthly supervision meetings with their supervisors. These meetings enable review of progress and setting of future objectives.

6. Disclosure and Barring Service Checks

As an organisation using DBS checks to help assess the suitability of applicants for positions of trust, Kids Kabin complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Kids Kabin recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Kids Kabin will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, Kids Kabin may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure.

Disposal

Kids Kabin will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding.

7. Recruitment of Volunteers

Diversity, Equality and Inclusion principles are part of our recruitment of volunteers. For additional information on recruitment of volunteers, please refer to our volunteer policy.

APPENDIX

Kids Kabin – Policy on Rehabilitation of Offenders Act 1974

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974, using criminal record checks processed through the Disclosure and Barring Service (DBS), Kids Kabin complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- Kids Kabin undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Kids Kabin can only ask an individual to provide details of convictions and cautions that Kids Kabin are legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013, and where appropriate Police Act Regulations as amended apply), Ministry of Justice advice will be followed, and the following question asked: 'Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as amended in 2013?'; also in accordance advice, the following will be included on the application form: 'The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account'.
- Kids Kabin can only ask an individual about convictions and cautions that are not protected.
- Kids Kabin is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Kids Kabin actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Kids Kabin selects all candidates for interview based on their skills, qualifications and experience.
- An application for a DBS check is only submitted after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where such a check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an

application for a DBS certificate will be submitted in the event of the individual being offered the position.

- Kids Kabin ensures that all those in Kids Kabin who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and of any matters revealed to the DBS concerning applicants' involvement in the social and education services, or by chief officers of Police.
- Kids Kabin also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or separately, Kids Kabin ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Kids Kabin makes every subject of an application submitted to the DBS aware of the existence of the code of practice and makes a copy available on request.
- Kids Kabin undertakes to discuss any matter revealed on a DBS certificate with the individual who is seeking a position before withdrawing a conditional offer of employment.