



## Equal Opportunities Policy

This document consists of:

- General Principles
- Equal Opportunities in Employment
- Recruitment Procedures
- Disclosure and Barring Service statement
- Rehabilitation of Offenders Policy

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Responsible person: W Benson

Signed:

Date:

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## **1. General Principles**

Kids Kabin believes that ensuring equality of opportunity should underlie all its work. In its governance, management, recruitment and employment of paid and unpaid workers, and in all its relationships and activities it is therefore committed to working against all forms of discrimination including that based on race, national or ethnic origin, religion, gender, perceived gender identity, marital status, sexual orientation, physical or mental disability, age, appearance, responsibility for dependants or offending background.

We inform staff, volunteers and young people about our equal opportunities policy and we encourage everyone involved with the project to challenge such discrimination wherever possible, whether it is:

- expressed by adults or young people involved in the project, or
- found in the structure and organisation of Kids Kabin itself or in its programme and projects.

We also attempt to develop positive anti-discriminatory ways of working, and raise awareness of prejudices amongst the adults and young people in Kids Kabin, as well as directly challenging discriminatory behaviour.

Directors and staff have adopted appropriate strategies to monitor and evaluate this Equal Opportunities Policy. These include taking account of the General Data Protection Regulation and the Data Protection Act 2018.

Kids Kabin recognises that equality of opportunity is essential for the freedom, education, development and well being of everyone. We welcome volunteers, staff and board members from all walks of life, and want our team to reflect the make up of the communities we serve. We think this is important because:

- Kids Kabin is currently expanding into new and more diverse communities and this diversity should be recognised and valued.
- Involving a wide range of volunteers will help Kids Kabin to more fully understand and meet the diverse needs of participants who may not currently use the service.
- A wide range of volunteers will lead to a wide range of opinions, priorities and perspectives which will keep Kids Kabin in touch with grassroots concerns.
- If Kids Kabin involves and provides a service to a wide range of participants, this will make it more effective in partnership work.

## **2. Raising awareness about rights and responsibilities**

Staff, young people and other people involved with Kids Kabin will be encouraged to raise any concerns about equality of opportunity and to highlight any incidents of discrimination. The following procedures are in place:

- Staff and volunteers will receive information and policy guidance in induction
- Children and young people will receive information on joining
- Posters will be displayed encouraging people to raise concerns

There will be an ongoing agenda item at all staff and Board meetings highlighting any equalities incident.

### **3. Responding to concerns about equality and incidents of discrimination**

In the event of a concern or incident, the concerns will be listened to and the person raising the concern will be reassured that it was correct to raise it. The concern will be recorded, reported and acted on in line with the Complaints Procedures.

### **4. Equal Opportunities in Employment**

- 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 on page 3 of this document.
- It is a condition of service that all employees act in accordance with this policy. The Manager must make this policy clear to staff and volunteers and take action to deal with any breaches of policy.

### **Recruitment, Induction, Appraisal and Supervision Procedures**

This recruitment procedure has been developed in conjunction with the Equal Opportunities Policy 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
- Shortlisting
- Informal Project tour
- Interview
- Second Interview with young people (if required)

- Selection & Disclosure and Barring Service (DBS) Check

#### 4.1 Selection of the interview panel

- The interview panel will normally consist of one member of the Board of Directors, the Manager and one other who has a good knowledge of the issues involved in the position to be appointed. 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.

#### 4.2 Selection of a chair for the interview panel

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

#### 4.3 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.

#### 4.4 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.

#### 4.5 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'.

#### 4.6 Advertising.

The vacancy will be brought to the attention of the public through public advertising/advertisement. 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.

#### 4.7 Application pack

Each application pack issued will contain:

- A covering letter
- A Job Description
- A Person Specification
- An application form inc. Equal Opportunities Monitoring Form
- A self-disclosure form
- The Safeguarding policy
- Any appropriate additional information

All completed application forms will be returned to the Project Administrator who is not participating in the recruitment and selection process. The Project Administrator 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.

#### 4.8 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.

#### 4.9 Project Visit

All short-listed applicants will be invited to contact the Project Administrator to arrange an informal tour of the project. No contact with any member of the interview panel will take place and no feedback given to the interview panel by any members of staff present during the visit.

#### 4.10 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.

#### 4.11 Second Interview with Young People (if required)

If the position requires close working relationships with young people, it may be considered appropriate for the candidate to have a second interview with a small panel of young people and/or for the candidate to run a small activity session.

#### 4.12 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 feed back.

#### 4.13 Induction

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

#### 4.14 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.

### **5. 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.

5.1 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.

5.2 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.

5.3 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.

5.4 Disposal

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



## 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.