

BRADFORD UNDER FIVES ASSOCIATION

EQUAL OPPORTUNITIES POLICY

STATEMENT OF EQUAL RIGHTS

Bradford Under Fives Association is committed to promoting equality of opportunity/equal rights within the scope of its services. Our aim is to extend our services to all families within Bradford irrespective of gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage. As a provider of services to the community and as an employer Bradford Under Fives Association seeks to eliminate discrimination in any form. We actively encourage involvement from all sections of the community, recognising and valuing the contribution of each individual at every level of the Association. All staff, volunteers, Management Committee members and those using Bradford Under Fives' services are expected to support this policy and to ensure that their activities reflect that commitment.

PUTTING PRINCIPLE INTO PRACTICE

1. Roles and Responsibilities

The Management Committee has overall responsibility for the shape and direction of the policy. The members also monitor progress, evaluate performance and review the policy. Each sub-committee has responsibility for implementing the policy.

All Bradford Under Fives Associations' employees and volunteers will be made aware of this policy and what it means both in terms of services provided and relationships with their colleagues.

2. Employment

The Management Committee undertakes to abide by and review its code of practice relating to employment.

3. Support for Staff and Volunteers

The Management Committee will demonstrate respect and support for employees and volunteers by providing access to counselling, grievance raising, training, networking and support systems.

4. Training

All training will actively promote the values expressed in our Equal Rights Statement. All training carried out by the Association will abide by the Training Code of Practice.

5. Publicity and Advertising

All publicity and advertising will demonstrate our support for the Equal Rights statement. In order to enable and encourage participation at all levels of the Association, posters, leaflets and Newsletters etc will be available in appropriate languages, whenever possible.

6. Volunteers

Bradford Under Fives Association will endeavour to recruit volunteers from all sections of the community. Particular efforts will be made to encourage participation from those who are under-represented in our organisation.

7. Complaints Procedure

Bradford Under Fives has a complaints procedure which is available to all Volunteers and service Users.

CODES OF PRACTICE

1. EMPLOYMENT - RECRUITMENT & SELECTION

At all times the recruitment and selection process will reflect the Bradford Under Fives Association's Equal Rights Statement.

Vacancy

Before any job is advertised the appropriate management group should review the need for the post and the relevance of the existing job description and personal specification.

Job Description

This should outline the essential qualification and attributes for the post. These should be checked by management for direct and indirect discrimination including unnecessary qualifications, age barriers or culture bound assumptions. Applicants should be made aware that general life experience and voluntary experience, as well as paid work, are valued.

A job description and a personal specification together make up a job description.

Advertising

All jobs must be advertised externally and as widely as possible. In addition to usual networks a vacant post must be advertised in the relevant minority press. Adverts should clearly state the minimum requirements for the job. The Equal Opportunity Policy and that the Association positively welcomes applications from black and minority candidates should also be stated.

Responses

All applicants should be sent the job specification, application form, guidance notes for completing form, covering letter and brief description of the Association.

Shortlisting

The same people should sit on the shortlisting and interview panels. When shortlisting, brief notes should be made indicating why each applicant was not shortlisted. Unsuccessful applicants should be informed of their right to contact the chair of the panel regarding their rejection.

Interview

The panel should consist of not less than 3 or more than 5 including the chairperson. Whenever possible interview panels will include representation from minority groups. During the interview, all applicants should be asked the same basic questions.

INDUCTION

All staff will be issued with a contract detailing the terms and conditions of their employment within 2 weeks of their appointment