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Description automatically generated**SAY – Equal Opportunities Policy 2022**

Statement of Sterling Academy Youth (SAY) Equal Opportunities Policy

Sterling Academy Youth (SAY) believes in the empowerment of young people. We achieve this through delivering engaging, pedagogically structured workshops and assemblies to young people. SAY hires contracted sessional workers and volunteers to support the services we provide to work on a rota-based system.

The director of SAY has overall responsibility for the effective operation of this policy. However, all staff, volunteers and service users have a duty as part of their involvement with SAY to do everything they can to ensure that the policy works in practice.

**Statement of Policy, Duties & Responsibilities**

SAY is respects and values diversity, and is committed to applying equality of opportunity in all of its practices and objectives/service delivery with regard to ethnic origin, age, gender, religion or belief, sexual orientation, marital status and disability.  
  
The director of SAY will bring to the attention of all staff and volunteers the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it. Reference to the policy should be included in the contract documents with outside agencies. This policy will be reviewed annually or when new legislation requires it.

**Equal Opportunities Policy Implementation**

As a provider of a service to the community, SAY accepts its responsibility in promoting equal opportunities and challenging discrimination wherever it occurs. This document sets out the main consequences of this commitment and the actions to be taken to achieve equality of opportunity.

We will actively monitor all activities to ensure that we are serving the needs of all communities and groups. It is the responsibility of all staff, volunteers and service users to ensure that no other staff, volunteers or service users receive less favourable treatment than another on the grounds of:

* Age
* Ethnic origin
* Disability
* Sexual orientation
* Religion
* Marital status
* Gender

We will encourage our staff and volunteers, and the staff of any organisation working with us, to take positive steps to ensure that the needs of minority communities and disadvantaged people are met.  
  
SAY will listen carefully to what people tell us they require from our services, and will do everything in our power and within our resources to ensure that their needs are met.

**Physical access**

SAY will review premises where workshops are delivered to ensure that they are fully accessible by staff, volunteers and service users with disabilities.

**Recruitment and Employment Practices**

It is important that SAY’s staff and volunteers understand the diversity of their clientele. SAY’s work force will likely never be large enough to accurately reflect the full diversity of our users, but we will do everything we can to ensure that those we do employ share our belief in the value of everyone and reflect that belief in their work.

As far as it lies within our power, we will ensure that our recruitment processes are designed to ensure equal access for all. All staff or job vacancies will initially be advertised internally to encourage service users and volunteers to apply. We will design our staff role or job specifications to allow for a range of transferable experience and qualifications to be considered. During the recruitment process, SAY will take into consideration the guidelines set out in London Voluntary Service Council Equal Opportunities Policy.

**Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance in the following related documents:

* Health and safety policy
* Safeguarding children policy

We request that our staff, volunteers, members and visitors respect this policy, a copy of which will be available on demand. We are committed to reviewing our policy and good practice annually.

Approved by SAY Director: Eric Sterling

Signed: E.S

Date: 3rd November 2022

This policy was last reviewed on: 3rd November 2022