**Equal Opportunities Statement**

Lawrence Weston Out of School Activities & Shirehampton Out of School Activities has been set up to provide childcare for working parents/carers. Through recognising discrimination suffered by sections of our society, LWOOSA & SOOSA will endeavour to make the service accessible to all parents/carers wishing to use it. Every effort will be made to ensure that no child, individual or family will be excluded on grounds of age, sex, sexuality, family status, means, disability, race ethnic origin, culture, religion or belief.

**Equal Opportunities Policy**

**1. Management Committee**

a) The Management Committee shall be elected at the Annual General Meeting in accordance with the Constitution.

b) Eligibility for election to the Management Committee shall be as detailed in the Constitution.

c) The date and location of the Annual General Meeting shall be circulated in writing to all users, workers and members of Lawrence Weston Out of School Activities/Shirehampton Out of School Activities

d) Childcare needs of members will be taken into account and fees paid for such.

**2. Users**

a) LWOOSA/SOOSA provides a service open to all parents/carers of children living or working in the surrounding areas provided their children abide by the agreed rules drawn up for the reasons of safety and fairness.

b) LWOOSA/SOOSA will endeavour to meet the needs of all users.

c) LWOOSA/SOOSA will continue to endeavour to offer activities which reflect the religious and ethnic diversity of the community. Activities shall be anti-sexist and anti-racist and sensitive to the needs o disabled children.

d) Through involvement in the Management Committee and other posts, LWOOSA/SOOSA shall seek to work with and empower users who are most likely to suffer from deprivation and / or discrimination.

**3. Staff Recruitment**

a) All job descriptions will be written to ensure that they are in line with LWOOSA/SOOSA policy on Equal Opportunities.

b) LWOOSA/SOOSA will not discriminate directly or indirectly in the recruitment of posts by including any criteria or requirements which are unnecessary to the post and which might exclude applicants.

c) Job advertisements will not be limited to a single method, and vacant positions will be advertised in the press. Posts will not be advertised in such a way that would effectively exclude minority or disadvantaged groups.

d) Short-listing and interviewing will be carried out by more than one person.

e) Interview questions will be related to the requirements and circumstances of the job and will not discriminate against groups.

f) Selection decisions must not be influenced by criteria relating to age, sex, sexuality, family status, means, disability, race ethnic origin, culture, religion or belief of the applicant, unless for genuine occupational reasons.

g) All applicants will be processed in exactly the same way. There will be no separate lists based upon any of the above criteria.

h) As childcare is central to the posts, all applicants will be requested to reveal any information concerning relevant convictions. Any such information given will be treated in strict confidence and will be considered only in relation to their application for these posts. Applicants will be informed that Police checks on their records will be made.

i) Childcare and safety will be regarded as paramount.

**4. Staff Employment**

a) Direct racial or sexual discrimination and sexual harassment/abuse will be treated as a disciplinary offence.

b) Abuse or harassment of any member of a group referred to in the Statement of Intent will be treated as a disciplinary offence.

c) Care will be taken to deal with all complaints or discrimination, victimisation or harassment. It should not be assumed that such complaints are made by those who are over-sensitive, yet it should be considered that personal conflicts or disagreements may play a role. If disciplinary procedures are instigated, representations must be offered to those who request them.

**5. Monitoring**

a) The composition of the Management Committee, workers, volunteers and users of LWOOSA/SOOSA will from time to time be monitored in relation to the protected characteristics. This information will be made available to the Management Committee to monitor the effectiveness of the Equal Opportunities Policy.

b) There will be a periodic review of all operating procedures. If any area is found to be contrary to the Statement of Intent, appropriate action will be taken.

**6. Complaints Procedures**

1. The complaints procedure exists to ensure that any problems or issues an individual or group might wish to raise are dealt with as quickly and effectively as possible. Please see the separate procedure.

Reviewed: September 2024