



Equality and Diversity Policy:

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 11 - The Positive Relationships Standard.
- Regulation 13 – The Leadership and Management Standard.

Equality Act 2010

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Appendix 1 - Definitions

1. Policy:

HND Children's Care Ltd is committed to treating all staff, children, stakeholders. and / or suppliers fairly and equally regardless of race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, membership of professional associations or trade unions, disability, marital status, family responsibility and socio-economic standing or any other category where discrimination cannot be reasonably justified. We will ensure that no unjustifiable requirements or conditions are imposed that could disadvantage individuals on any of the above grounds.

- HND Children's Care Ltd believes that it must be proactive in promoting equality through the embracing, valuing and recognition of differences including cultural differences.
- HND Children's Care Ltd is committed to planning and implementing strategies to tackle all facets of inequality and discrimination, to create genuine equality of opportunity and promote good relations between people of different groups. In realising these commitments, HND Children's Care Ltd expresses its opposition to all forms of discrimination and its intention to take positive action in promoting equality and justice for all.
- HND Children's Care Ltd seeks to create an accessible environment and to extend opportunities in education, training and employment to those groups identified as under-represented in employment at all levels.
- In order to meet these objectives, HND Children's Care Ltd will take positive action including seeking and assuring resources to implement this policy. In addition, HND Children's Care Ltd will review the equality implications of its policies, procedures, working practices and monitor their outcomes.
- HND Children's Care Ltd intends to circulate this policy widely to all employees. In addition, it will bring this policy to the attention of contractors, visitors and associates who will be expected to adhere to this and other associated Equality Policies and Procedures. We will strive to ensure that all adhere to the policy in their work.

This policy is informed by a number of key principles:

Discrimination, whether direct or indirect, that is based on a person's gender, colour, race, ethnicity or national origin, disability, sexual orientation, religion or belief or any other irrelevant distinction is unlawful and unjust. HND Children's Care Ltd is committed to the elimination of unfair discrimination through the adoption of the action plan principle and to the provision of equality for all, through education, training, and employment.

All individuals have a right to be treated fairly, with dignity and respect. Since collective group affiliations are often central to people's identities, fair treatment entails acknowledging cultural diversity and respecting cultural differences. The promotion of true equality of opportunity, embracing of diversity and the treatment of people with due regard and respect for differences requires monitoring, target setting and the development of



programmes of positive action. Such programmes need to be regularly reviewed and revised when needed. HND Children's Care Ltd acknowledges that as an organisation it may still reflect patterns of inequality that are widespread in society at large. HND Children's Care Ltd recognises that the creation of a truly inclusive organisation, where cultural diversity is positively valued and unlawful discrimination in all its forms is eliminated, will entail considerable and ongoing work, which actively engages all sections of the community, including employees. In order to meet legislative requirements. We must ensure that the promotion of equality becomes central to the way HND Children's Care Ltd works. While certain facets of equality Legislation covering gender, race and disability apply to all functions and activities of HND Children's Care Ltd; they have particular pertinence to those areas of activity that directly affect its staff and children. The main priorities therefore relate to staff' recruitment, selection and career progression and the children it serves.

2. Commitment:

HND Children's Care Ltd is committed to Equality and Diversity - this is supported by recognition of the following:

- A successful Equality and Diversity Policy requires the active support of the whole company. HND Children's Care Ltd therefore intends to seek the commitment and involvement of all sections of staff in the implementation of the Equality and Diversity Policy through ongoing mandatory staff' development activities and dissemination and sharing of updates regarding the Legislation and other relevant information.
- In addition to being unjust, unlawful discrimination represents a loss of opportunity for the maximising of individual contribution and talent and a denial of opportunity for individual self-fulfilment. This is not only detrimental to HND Children's Care Ltd but has a negative and damaging effect on the people who work here. It contravenes an individual's right to dignity at work.
- Discrimination erodes and violates a person's dignity and creates an intimidating, hostile, degrading, humiliating and offensive environment and this will not be tolerated.

HND Children's Care Ltd will encourage good practice in mainstreaming and effecting Equality of Opportunity and promotion of Diversity with internal networks and external organisations.

3. Responsibilities:

3.1. Organisational Responsibilities:

HND Children's Care Ltd is responsible for ensuring compliance with the requirements of Equality Legislation and Regulations.

The senior management team has responsibility for ensuring the implementation and review of the policy; ensuring that staff are aware of their responsibilities and accountabilities under the policy; and ensuring that any breaches of the policy are dealt



with appropriately.

HND Children's Care Ltd recognises that it has a responsibility to ensure that the requirements of the Legislation are implemented through partnership and procurement arrangements. In relation to formal partnership activities with public, private, and voluntary sector organisations, HND Children's Care Ltd for Children will ensure that partners are fully aware of the policy and that partner organisations also have in place appropriate policies and where appropriate are able to meet the general duties of the Legislation. In relation to procurement, HND Children's Care Ltd will seek to develop good practice in communicating the values, standards, and expectations it has of suppliers and contractors with regard to all equality facets. Legislation currently requires that Race, Gender reassignment and Disability receive specific focus.

The Directors of HND Children's Care Ltd have responsibilities for promoting equality and good relations between different groups. These include:

- Ensuring that any issues of discrimination and / or breaches of the policy are dealt with through appropriate company procedures.
- Provision of adult development and training in relation to equality and diversity.

3.2 Management Responsibilities:

Management responsibilities in relation to equality and diversity entail within their respective sphere of responsibility the following:

- Actively participating in proactive measures, utilising a variety of tools. - Ensuring that bullying and harassment are not tolerated.
- Ensuring that wittingly or unwittingly they are not carrying out or requesting to be carried out acts which may be deemed to be discriminatory.
- Facilitating effective communication between management and staff by ensuring that information is cascaded / disseminated / distributed amongst the staff groups for whom they have responsibility.
- Ensuring that staff are fully trained to perform their roles, and that staff are released to attend mandatory programmes of training on Equality and Diversity and any updates to the required training.
- Ensuring, where appropriate, that Disciplinary and Grievance Policies and Procedures and associated policies are effectively implemented.
- All homes ensuring that accurate records are maintained for staff. This entails thorough records being kept of all reported incidents, notably complaints, grievances and disciplinary cases, and their outcomes.
- Updating any policies in line with changes / amendments in legislation.

3.3 Individual Responsibilities:

All staff have a responsibility to co-operate in ensuring that the aims and objectives of the policy statement are achieved.



All staff are required to participate in Equality and Diversity Training and Development Opportunities provided by HND Children's Care Ltd, and this will be monitored by the manager and monitored via the training matrix and adult supervisions for example.

All individuals have a duty to take reasonable steps to ensure that they encourage Equality and Diversity and to ensure that their actions do not contribute wittingly or unwittingly to unfair or discriminatory treatment of others.

Individuals are encouraged to support colleagues who may be experiencing unfair or discriminatory treatment by bringing this to the attention of the perpetrator and / or by encouraging the recipient to act through informal and formal Procedures.

4. Equality and Diversity for Children:

HND Children's Care Ltd encourages children to develop and maintain respect for themselves and for others.

HND Children's Care Ltd deliver services that recognise and build on the strengths of children from all cultures, religions, gender, age, sexual orientation, ability, and backgrounds; in ways that meet their needs and help them to achieve their full potential.

Every effort is made to ensure that homes are welcoming to all children and other significant individuals. In addition to this, resources used to develop work with children are chosen for their suitability and anti-oppressive nature.

Children are offered opportunities to try out new experiences, which are not restricted by traditional gender options.

Staff are expected to challenge attitudes, behaviour and language that are non-inclusive and discriminatory, in a positive way and offer appropriate education to raise awareness.

Managers are expected to monitor the range of children placed within the homes in terms of ethnicity, gender, and disability. This is to ensure the service provision is reaching all and not creating barriers to certain groups.

5. Inclusion for Children:

- All children are cared for and provided with education; in order to assist them to develop their full potential.
- Children are encouraged / supported to understand their rights and are informed / educated about ways of challenging discrimination.
- The home's managers are expected to identify local community resources that contribute to meeting the needs of individuals
- these are highlighted and promoted and where they do not meet required needs, alternatives are sought and suitably identified regardless of geographical location.



- Children are cared for by staff who have been suitably trained in all aspects of equality and diversity including legislation and their responsibilities.
- Home's managers ensure that assessments of the child and the family's specific needs are carried out with an aim to support and develop their full potential.
- Home's managers are expected to examine ways in which diversity can be valued and activities adapted to meet the Individual child's needs including food preparation, menu choices and activity plans.
- Staff are expected to acknowledge the importance of maintaining a link between the child's 'family' home and the children's home in meeting the individual's need where appropriate.
- Staff are expected to offer appropriate support to aid inclusion and ensure that the children can fully participate in the home's activities. If necessary, seek additional support in order to do this.
- Additional support is offered to staff and / or children who are finding difficulty in understanding diverse or complex situations.

6. Equality in Employment:

HND Children's Care Ltd recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedures, HND Children's Care Ltd has made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, or disability.

HND Children's Care Ltd will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors if required, reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

HND Children's Care Ltd will maintain a neutral working environment in which no worker feels under threat or intimidated.

6.1. Recruitment and Selection:



The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or subconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

HND Children's Care Ltd will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

HND Children's Care Ltd will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.

All applicants who apply for positions with HND Children's Care Ltd, will receive fair treatment and will be considered solely on their ability to do the job and ability to show evidence of their capability to meet the essential requirements of the person specification.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. In addition to completing appropriate training on the safe recruitment of staff.

Two or more people will carry out short listing and interviewing where possible in addition to the involvement of the children cared for, where appropriate and required. Interview questions will be related to the requirements of the job and will not be of any discriminatory nature.

HND Children's Care Ltd will not disqualify any applicant because he/she is unable to complete an application unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

7. Accessibility Policy:

HND Children's Care Ltd will ensure that it complies with the legislation relating to disability.

We believe in providing a welcoming, comfortable, and accessible environment that is safe for children, parents, relatives, staff, visitors, and other users of the premises. We will endeavour to achieve equality of opportunity for all to ensure equal access to its facilities. Where possible, we will avoid physical features that make it difficult for people with a disability and make reasonable adjustments to improve the environment where possible.

HND Children's Care Ltd is committed, wherever practicable, to implementing and adhering to Codes of Practice issued by various bodies such as the Equality and Human Rights Commission. We will make necessary and reasonable adjustments to premises to improve



physical accessibility to its users where this would be appropriate.

8. Equal Opportunities:

Definition of Equal Opportunities Under the Equality Act 2010:

The term 'equal opportunities' upholds the idea that all employees within HND Children's Care Ltd should be entitled to and have access to all of HND Children's Care Ltd facilities at every stage of employment, including the pre-employment phase. This means every employee should have: - An equal chance to apply and be selected for posts pre-employment. - An equal chance to be trained and promoted while employed with HND Children's Care Ltd. - An equal chance to have their employment terminated equally and fairly.

Denying any employee or prospective employee their right to equal opportunity in the workplace is discrimination, which is considered unlawful under the Equality Act 2010.

The Equality Act 2010 has specified 9 areas that are termed in the legislation as protected characteristics. These include (in no particular order):

1. Age
2. Sex
3. Race
4. Disability
5. Pregnancy
6. Marital status
7. Sexual orientation.
8. Gender reassignment
9. Religious background

Discriminating against employees because of any of the nine characteristics is against the law.

What this means for employees:

To comply with the terms of the Equality Act 2010, HND Children's Care Ltd has policies in place, including this one, with the aim to prevent claims, discrimination and to encourage equal opportunities within HND Children's Care Ltd.

All employee's and job applicants must be treated equally and be given the same set of opportunities regardless of their age, sex, race, disability, sexual orientation, disability, culture or anything other personal characteristic that might be discriminated against.

As an employee, you have a right to:



- Fair practices and behaviour in the workplace
- Fair allocations of workloads
- Equal access to benefits and conditions
- A workplace that is free from unlawful discrimination, harassment or bullying at work
- Competitive merit-based selection processes for recruitment and promotion
- Fair processes to deal with work-related complaints and grievances.

None of these rights should be breached during your employment. If at any time, you feel as though they are, please discuss this with your manager and / or Director.

Concerns can also be raised via our whistleblowing and grievance / complaints procedures or alternatively via your own external means such as an employment union or employment solicitor.

Appendix 1: Definitions:

Direct Discrimination - This occurs when a person is treated less favourably than someone else for reason of their gender, race, ethnic origin, disability, age, sexual orientation or religion or belief.

Indirect discrimination - This occurs where a provision, criteria or practice is applied equally to everyone, but the provision, criterion or practice puts or would put members of one group at a particular disadvantage and is not a justifiable means of achieving a legitimate aim.

Victimisation - This occurs when someone is treated less favourably because of their involvement in a discrimination complaint.

Harassment - This refers to unwelcome comments (written or spoken) or physical conduct based on gender, race, ethnic origin, disability, religion and or sexual orientation. It violates a person's dignity and/or creates an intimidating, hostile, degrading, humiliating and/or offensive environment for them.

Equality Impact Assessment - This refers to a detailed and systematic analysis of the actual or potential effects of a formal or informal policy, proposed policy, practice, criterion, or service to determine whether it has a differential impact upon identifiable groups of people.

Positive Action - This refers to a variety of measures designed to counteract the effects of discrimination and encourage members of under-represented groups to take advantage of opportunities. Unlike positive discrimination, which is unlawful in the UK, positive action is lawful. Examples include the provision of facilities to meet the special needs of people from particular groups in relation to their training, education, or welfare; and the encouragement of applications from particular groups that are under-represented in particular areas of work.



Zero Tolerance - This refers to a principle whereby behaviour, attitudes and language which may be deemed to be offensive, derogatory, or discriminatory is not overlooked but challenged - with the aim of effecting change or redress.

End.