

New Arrivals Support CIC (NASCIC)



Equality, Diversity and Inclusion Policy POL-003 V1.1

Date Created	21/06/2023	Created by	Oksana Kalala (DIRECTOR)
Reviewed	20/05/2025	Reviewed by	Tetiana Larina (DIRECTOR) Lyudmyla Gorobets (DIRECTOR)
Next Review due	May 2026		

1. Policy Statement

New Arrivals Support CIC (NASCIC) is committed to promoting equality, celebrating diversity, and ensuring inclusion in everything we do. We are fully committed to the principles of the **Equality Act 2010** and to providing an environment where all staff, volunteers, young people, and service users feel respected, valued, and safe.

This policy applies to all areas of our work, including recruitment, staff and volunteer management, service delivery, governance, and partnerships. The Code of Conduct for staff, volunteers, and young people underpins the way we expect everyone to behave at all times.

All members of staff and volunteers are introduced to this policy during induction, required

to acknowledge it, and a signed copy is retained in their employment or volunteer file.

2. Scope

This policy applies to:

- All staff (permanent, temporary, freelance, sessional)
- All volunteers and board members
- All young people and participants in our projects
- All contractors, partners, and associates acting on behalf of NASCIC

3. Legal Framework

This policy is underpinned by the **Equality Act 2010**, which protects people against discrimination, harassment, and victimisation based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

NASCIC also recognises additional vulnerabilities faced by refugee and migrant communities and commits to challenging barriers that may prevent equal access to our services.

4. Responsibilities

- **Directors:** Ensure this policy is implemented and monitored.
- **Managing Director:** Oversees day-to-day compliance, training, and monitoring.
- **Project Leaders:** Promote inclusion within their projects and respond promptly to issues.
- **All staff and volunteers:** Must uphold the policy in their daily work, challenge discrimination where observed, and model inclusive practice.

5. Reporting and Challenging Discrimination

NASCIC takes all incidents of discrimination, harassment, or victimisation seriously.

Staff and Volunteers

- Can report concerns to their **line manager**, the **Managing Director**, or via the **Grievance and Whistleblowing Procedures**.
- Concerns will be handled promptly, fairly, and confidentially.

Young People and Participants

- Can raise concerns informally with **any trusted youth worker, caseworker, or staff member**.
- They may also contact the **Designated Safeguarding Lead (DSL)** or use the **Young Person's Complaint Form**.
- Staff are trained to handle such issues informally and sensitively, without confrontation or humiliation.
- All concerns will be recorded and followed up, with parents/carers informed where appropriate.

Positive Challenge

All NASCIC staff and volunteers are expected to:

- Actively **challenge inappropriate language, behaviour, or attitudes**.
- Promote **inclusive behaviour** in group activities.
- Step in to protect any young person or service user experiencing harassment or discrimination.

Escalation

- Serious incidents will be managed through the **Complaints Policy** (for service users) or **Disciplinary Policy** (for staff/volunteers).
- Where safeguarding concerns are identified, these will be referred through NASCIC's **Safeguarding Policies**.

6. Promoting Equality, Diversity and Inclusion

NASCIC ensures that:

- Our **website, publicity materials, and posters** reflect our EDI commitments and show we are open and accessible.
- All **policies, procedures, and practices** are reviewed regularly to ensure fairness.
- Staff and volunteers receive **training and induction** on EDI and are supported to challenge discrimination confidently.
- Young people are made aware of their rights in relation to equality and inclusion.

7. Monitoring and Review

- This policy will be **reviewed annually**, or sooner if there are significant incidents, new legislation, or guidance.
- Monitoring will include:
 - Feedback from staff, volunteers, and young people.
 - Learning from complaints, safeguarding reports, and discrimination incidents.
 - Reviewing recruitment and participation data to ensure accessibility and fairness.
- Updates will be approved by the **Board of Directors** and circulated to all staff, volunteers, and young people.

8. Related Policies and Documents

- Safeguarding Children Policy
- Safeguarding Adults Policy
- Code of Conduct (Staff and Volunteers)
- Young Persons Code of Behaviour Agreement
- Complaints Policy
- Whistleblowing Policy
- Disciplinary Policy