



# Beacon House

Therapeutic Services and Trauma Team

# Equality, Diversity and Inclusion Policy

## Document Details

**Name of Author** Dr Shoshanah Lyons, Clinical Director

**Date of Policy** December 2019

**Date of Last Review** January 2021

**Date of Next Review** January 2022

**Authorised By** Jayne Hemming, Service Manager



# Beacon House

Therapeutic Services and Trauma Team

## CONTENTS

### Section One

Introduction

Page 3

### Section Two

Who is this policy about

Page 4

### Section Three

Relationship with other policies

Page 4

### Section Four

Statement of values

Page 5

### Section Five

Our statement of intent

Page 5

### Section Six

How we will achieve our statement of intent

Pages 6 - 8

### Section Seven

Roles and responsibilities

pages 9 - 10

### Appendix 1

Definitions

Pages 11 - 12

### Appendix 2

Beacon House Structure chart

Page 13

## SECTION ONE: INTRODUCTION

Beacon House recognises its legal obligation under the Equality Act 2010 to uphold and promote equality and human rights in all that we do.

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment or an associate contract.

Importantly, this policy also applies to the children and adults who access our services. It promotes equality of opportunity, which means creating an environment where people have the chance to achieve their potential, free from barriers, prejudice and discrimination. It has the belief that inclusion and equality is not about 'treating everyone the same' but recognising that everyone is different and that people's needs are met in different ways. Diversity is about understanding that each individual is unique, recognising, respecting and celebrating the added value those differences bring.

Our approach to diversity and equality is based on the principle of inclusion. At its heart is a commitment to the value that all staff and clients bring to Beacon House because of their diverse characteristics.

Beacon House will aim to influence, promote and maintain the equal treatment of all its staff, child and adult clients, visitors and professional colleagues; and will not discriminate directly or indirectly through applying conditions or requirements which contravenes legislation and/or which cannot be shown to be justified.

Beacon House will not tolerate processes, attitudes and behaviours that amount to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. This commitment will be demonstrated by the leadership team, and throughout the staff team. We are proactively anti-racist, and our anti-racism statement can be found in Appendix One.

## SECTION TWO: WHO IS THIS POLICY ABOUT?

The principles and procedures within this policy are about:

- All staff directly employed by Beacon House
- All self-employed associates who work with Beacon House
- All clients (children, parents, young people and adults who are accessing our therapeutic services)
- All professionals who come into contact with Beacon House
- All individuals attending a training course at Beacon House

## SECTION THREE: RELATIONSHIP WITH OTHER POLICIES AND PROCEDURES

This policy has been formulated within the context of the following policies and procedures:

Policy Title	Version Dates
• Safeguarding Framework	2021
• Safer Recruitment	2021
• GDPR Privacy Standard	2021
• Compliments, Concerns and Complaints	2021
• Disciplinary and Grievance	2021
• Quality Assurance	2021
• Supervision and Management	2021
• Health and Safety	2021
• Whistleblowing	2021

## SECTION FOUR: STATEMENT OF VALUES

The work of Beacon House is based on the belief that each individual is of equal worth regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

Beacon House is fully committed to the active promotion of diversity, equality and inclusion in its employment practices and in the delivery of all our services. As an employer and service provider, we are passionate about enabling all individuals equal access to benefit from our organisation, whether that be through employment, training or clinical services.

## SECTION FIVE: OUR STATEMENT OF INTENT

Beacon House always strives to:

- Create an organisational culture free from harassment, discrimination or victimisation.
- Create an organisation where its employees, associates, visitors and clients are always treated as they would like to be treated.
- Create a culture, support structure and learning & development opportunities so that each and every employee, associate and client can meet their unique, individual potential.
- Recognise that each individual is unique and ensure that they can meet their potential, through celebrating their added value.
- Ensure that no one receives less favourable treatment on the grounds of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
- Ensure that all staff, associates, clients and visitors are treated with dignity and respect, and never suffer discrimination of any sort.
- Ensure that we deliver clinical and training services in a way that enables all individuals to access it, because our delivery respects the individual's specific needs.

## SECTION SIX: HOW WE WILL ACHIEVE OUR STATEMENT OF INTENT

### *Service Delivery*

- We deliver services that recognise and build on the strengths of children and adults 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.
- Clients are encouraged and supported to understand their rights and be well-informed about ways of challenging discrimination.

### *Adaptations for staff, clients and visitors with disabilities*

- We believe in providing a welcoming, comfortable and accessible environment that is safe and easy to use for our clients of all ages, and our staff. We will endeavour to achieve equality of opportunity for all to ensure equal access to our 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.
- If a member of staff becomes disabled, they are encouraged to tell us about the condition so that we can consider what reasonable adjustments or support may be appropriate.

### *Information sharing*

- Beacon House will ensure that all of its staff have an opportunity to discuss and understand this policy and its implications for practice and culture.
- We will share information about this policy during the induction process for all staff; and will require a signature to confirm the staff member's acceptance of the policy.
- There will be opportunities for learning and development, and the policy will be considered within the appraisal process for employed staff.

## SECTION SIX: HOW WE WILL ACHIEVE OUR STATEMENT OF INTENT (CONT)

### *Recruitment, Selection and Employment Practices*

- Beacon House will monitor all areas of employment; including recruitment, promotion, training opportunities, pay, grievances and disciplinary action; to ensure there is equal treatment for all staff and that action is taken where any disparity is found.
- Our recruitment and selection process embraces this policy in the way in which every step of the recruitment process is undertaken.
- Applicants, those applying for promotion and other selection exercises such as redundancy selection, will be selected solely on the basis of the objective selection criteria to avoid discrimination.
- Vacancies will generally be advertised to a diverse section of the labour market and should avoid using stereotyping or using wording that may discourage particular groups from applying.
- At least two members of the leadership team will shortlist.
- Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants will not be asked whether they are pregnant or planning to have children, or whether they have health problem or a disability, except in very limited circumstances allowed by law; for example, to check that the applicant could perform an intrinsic part of the job (taking into account reasonable adjustments) or to see if any adjustments might be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.
- Vacancies within the team are advertised both internally and externally, enabling anybody to apply.

## SECTION SIX: HOW WE WILL ACHIEVE OUR STATEMENT OF INTENT (CONT)

### *Pay*

Employees' pay will not be affected by any aspects of their protected characteristics.

### *Consequences to non-compliance*

- Failure to comply with the values and principles outlined in this policy will be taken very seriously and will be subject to appropriate consequences, such as the cessation of work for associates, and our disciplinary procedure for employees. Cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- Incidents of non-compliance that are deemed less serious but nevertheless significant will be managed within the Clinical Oversight support structure for our associate therapists, and the operational management support structure for our employees.

### *Part-time and fixed-term workers*

- Part-time and fixed-term employees are treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.



## SECTION SEVEN: ROLES AND RESPONSIBILITIES

### *The Clinical Director is responsible for:*

- Developing this policy, and its annual review.
- Promoting this policy and ensuring its effectiveness by regularly reviewing, monitoring and evaluating all policies, procedures and practices regarding service delivery, employment and resource allocation to ensure that they conform to this policy.
- Consulting the employees and self-employed associates annually in order to continually reflect on how we can improve our equality and diversity practice.
- Delegation to the Service Manager for the day to day implementation of the policy.
- Responding to reports from the Service Manager (or any other source of information) that this policy has not been adhered to, and following the necessary procedures.
- Ensuring a culture across the whole service which embraces principles of equality, diversity and inclusion.
- Ensuring that individuals who do raise concerns and complaints about non-compliance with this policy are not victimised, however, ensuring that any deliberate false allegation is treated as misconduct, and is dealt with under our Disciplinary Procedure.

### *The Service Manager is responsible for:*

- The day to day practice implementation of this policy across all aspects of management and service delivery.
- Delegation to the Clinical Leads for the oversight of equality, diversity and inclusion principles within clinical practice, via the clinical oversight meetings.
- Provision of an initial response to concerns or complaints raised by staff or anyone who comes into contact with Beacon House, which indicates this policy has not been adhered to; and escalating concerns to the Clinical Director for action.

## SECTION SEVEN: ROLES AND RESPONSIBILITIES (CONT)

### *The Clinical Leads are responsible for:*

- The oversight of equality, diversity and inclusion principles within clinical practice, via the clinical oversight meetings with each therapist.
- Escalating to the Service Manager any concerns raised or observed about this policy not being adhered to.

### *Employees and self-employed associates are responsible for:*

- Ensuring that they read and understand this policy, and that they comply with it at all times.
- Not unlawfully discriminating against or harassing other people including current or former employees, job applicants, clients and visitors. This applies in the workplace, outside the workplace and on work-related events, including social events.
- Acting fairly, compassionately and respectfully to all individuals they work with, and provide services to.
- Adapting their communication style to suit the needs of the individual with whom they are communicating, taking into consideration their specific needs.
- Informing the Service Manager immediately if they become aware of any practice that undermines equality and diversity. Beacon House will treat all information received in the strictest confidence and in accordance with our Privacy Standard.
- If they believe that they have suffered discrimination they can raise the matter through the Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

## APPENDIX ONE: DEFINITIONS

### **Diversity**

Diversity literally means difference. Diversity recognises that though people have things in common with each other, they are also different and unique in many ways. Diversity is about recognising and valuing those differences. Diversity therefore consists of visible and non-visible factors, which include personal characteristics such as background, culture, personality and work-style in addition to the characteristics that are protected under discrimination legislation in terms of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. By recognising and understanding our individual differences and embracing them, and moving beyond simple tolerance, we can create a productive environment in which everybody feels valued.

### **Equality**

Equality is ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

### **Inclusion**

Inclusion is about positively striving to meet the needs of different people and taking deliberate action to create environments where everyone feels respected and able to achieve their full potential. A phrase often used in this context is equality of opportunity, meaning how we can ensure the full range of relevant people and groups have similar access to opportunities.

## APPENDIX ONE: DEFINITIONS (CONT)

### Discrimination

Prejudice is the attitude and discrimination is the act. Beacon House recognises that discrimination can take different forms, all of which are unacceptable.

The following forms of discrimination are prohibited under this policy:

- **Direct discrimination** – direct discrimination occurs when someone is treated less favourably than another person because of their age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex and sexual orientation.
- **Indirect discrimination** – indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share one of the following protected characteristics: age, race, religion or belief, sex, sexual orientation, marriage and civil partnership, disability and gender reassignment.
- **Harassment** – harassment is unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual
- **Victimisation** – victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so.
- **Disability discrimination** - this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### Staff

For the purposes of this policy, staff refers to all team members regardless of whether they are employed or self-employed.

### Clients

Clients are individuals of all ages who are receiving a therapeutic service from Beacon House.

### Visitors

Visitors refers to any individual who is not a paying client, but who is visiting our clinic for another purpose. This includes individuals who are attending a training course we are delivering.

## APPENDIX ONE: ANTI-RACIST STATEMENT



### **BEACON HOUSE ANTI-RACISM POSITION STATEMENT**

At Beacon House we oppose racism in all its forms and commit to never letting racism go unchallenged within our service. We recognise that the recent shocking events in the US are not new and are part of a wider systemic racism, which is impacting Black, Asian and Minority Ethnic (BAME) communities here in the UK as well.

We will always try to find the words to acknowledge the scale of hurt, frustration and vulnerability felt by people of colour. We also recognise that words are not enough – they need to be accompanied by change and action. We therefore commit to:

- Stand in solidarity with all those experiencing institutional and structural racism and social inequalities
- Act in ways that promote a society that is based on equality and justice
- Continue to listen, educate ourselves and work towards becoming actively anti-racist as a service
- Equip all who work with us with resources to increase their awareness of racist beliefs and racial bias; naming and calling out prejudice wherever we see it.

We are also acutely aware of the anxiety and pain of our BAME clients and families. We commit to explicitly acknowledge this hurt, and provide resources and support that are empathic and inclusive.

**APPENDIX TWO: BEACON HOUSE STRUCTURE CHART**

2021

**Supervision & Management Structure**

