



## **EQUAL OPPORTUNITIES POLICY**

### **CHALLENGING INEQUALITY**

The Youth Offending Service (YOS) recognises that some individuals and groups in society experience inequality.

The YOS will therefore not discriminate on the grounds of disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependants, sexual orientation or trade union membership.

The YOS will take active steps to challenge prejudice and discrimination and will allocate resources to promote equality of opportunity.

To this end the multi-agency Steering Group, managers and staff are committed individually and corporately to ensuring effective consultation with an influence of all sections of the community – e.g. through representation on the Steering Group, within staff groups and volunteers and through user consultation and feedback.

### **RECRUITMENT**

The YOS aims to have a workforce that is reflective of the community that it serves. In order to achieve a more representative workforce the YOS will encourage job applications from all sections of the community.

The YOS is committed to equality in all aspects of employment, career development, training, promotion and welfare.

### **INDIVIDUAL RESPONSIBILITY**

It is the responsibility of all staff of the service, whether full, part time, sessional or volunteer to challenge inequality. Each employee/volunteer also has a personal responsibility to behave in a manner that does not create inequality.

### **MANAGERS RESPONSIBILITY**

Managers have a responsibility to ensure that, where possible, discrimination, harassment or victimisation is not carried out, either by themselves, or by staff within their line management responsibility.

### **SERVICE DELIVERY**

The YOS aims to provide a high quality service that is accessible to all. This will be achieved through:

- Building a commitment to equality into its Service and Action Plans.
- Working with the Court service to make every effort to ensure equal access to Justice for all.

- Providing clear information on its services, to enable people to make informed choices, where appropriate.

### **TRAINING**

The YOS has a Training Plan that is designed to avoid discrimination and provide training opportunities for all. This will be achieved by assessing the training and development needs of the individual and the commitments of the service outlined in the Action Plan.

All new staff to the service will undertake an Induction programme that is designed to make them aware of this and other policy documents relating to equality of opportunity.

All staff will also be made aware of the Grievance and Disciplinary procedures relating to the policies of the service.

It is the responsibility of all staff to make themselves available for this training.

### **GRIEVANCE**

Any employee/volunteer who feels that they have been made subject of discrimination or victimisation should, in the first instance, notify their line manager/supervisor. The manager/supervisor will provide support and actively seek solutions for the complaint.

If an employee/volunteer still feels that they have been treated unfairly then the issue can be raised through the Grievance Procedure of the parent agency.

### **DISCIPLINE**

All instances of discrimination or victimisation will be treated as disciplinary offences. These will be dealt with under the disciplinary procedure of the parent agency that employs the individual against whom the complaint has been made.

### **USER INFORMATION**

The YOS has information leaflets for children and parents/carers. These outline the Equal Opportunities Policy and include guidance on how to raise concerns or complaints against a member of staff/volunteer or another service user.

### **MONITORING AND EVALUATION**

The Head of the Youth Offending Service will undertake an annual review of the Equal Opportunities Policy with appropriate staff, ensuring that;

- Information on workforce composition is collated and reviewed
- Appropriate records are maintained to monitor young people using the service
- Services offered promote equal opportunities for young people, staff and volunteers.

The Head of Service will ensure that any action resulting from the review and evaluation is implemented.

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