



THE TOY LIBRARY

EQUALITY, DIVERSITY & INCLUSION POLICY

MAY 2024

The purpose and scope of this policy

The purpose of this policy is:

- to provide equality, fairness, and respect for all in our employment, whether temporary, contacted, casual or voluntary.
- to provide equality, fairness and respect for all people receiving our services and for all people whom we may be in contact with through the course of our work

This policy applies to anyone working on behalf of The Toy Library, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up to ensure compliance with The Equality Act 2010 and other related policies and guidance that seeks to prevent unlawful discrimination:

Summary of the key legislation: <https://www.equalityhumanrights.com/en>.

The Equality Act 2010 Code of Practice:

https://www.equalityhumanrights.com/sites/default/files/servicescode_0.pdf

Equality & Humans Rights Commission Guidance:

[Guidance | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/guidance)

Related policies and procedures

This policy should be read alongside our organisational policies and procedures, including:

- Safeguarding & Child Protection Guidelines
- Managing allegations against staff and volunteers - (within Safeguarding & Child protection Guidelines and the NCSCB Procedures)
- Adults Safeguarding Policy & Procedures
- Confidentiality Policy
- IT & Social Media Policy
- Code of Conduct for Staff and Volunteers
- Safer Recruitment Policy
- Acceptable Use of Technology Policy
- Anti-bullying Policy
- Complaints Policy
- Grievance Policy
- Whistleblowing Policy
- Health and safety policy
- Supervision and Appraisal Policy
- Induction and training procedures

We recognise that:

- Many people in our society experience discrimination or lack of opportunity for reasons which are unfair.
- It is unlawful to discriminate because of the protected characteristics, as defined in the Equality Act 2010:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity (which includes breastfeeding)
 - race
 - religion or belief
 - sex
 - sexual orientation.

In order to deliver continuing improved services, we recognise that we need to regularly review all aspects of our practice and follow good practice beyond that which is required by law.

Our Commitment:

The Toy Library is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

We aim to create a culture that respects and values each other's differences and sees these differences as an asset to our work as they improve our ability to meet the needs of the organisations and people we serve.

Our aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected and able to give their best.

The Toy Library, in providing services, is also committed against unlawful discrimination of service users or the public.

This policy's purpose is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time.
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics.
- oppose and avoid all forms of unlawful discrimination. This includes in our service provision, in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

We will do this by:

- Challenging discrimination and lack of opportunity in our own policy and practice and will help other organisations and individuals to do the same.
- Creating opportunities for children, young people and their families within an environment that is free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all those involved are recognised and valued.
- Actively challenging discrimination and working proactively to support and enable those that receive our services to do the same.
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.
- Helping staff understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination in the course of their employment, against fellow employees, service users, suppliers, and the public.
- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Making opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

- Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing employment practices and procedures when necessary, to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in this policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.
- Making every effort within available resources to ensure that premises used in relation to our work will be accessible and inviting for all members of the community.
- Reserving the right not to purchase goods from agencies whose activities are contrary to the principles outlined in this policy.

Details of The Toy Library’s grievance and disciplinary policies and procedures are provided at Induction and can also be found at The Toy Library Base and available on request from any manager. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation’s grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

Monitoring and Review

This policy will be monitored periodically to judge its effectiveness and will be updated in accordance with changes in the law. Any information provided by job applicants, employees or service users for monitoring purposes will be used only for these purposes and will be dealt with in accordance with Data Protection legislation.

Accountability

The post holder of Service Director acts as the Accountable Officer for equality and diversity for The Toy Library.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:10/05/24.....

Signed: Date

Name:

Role:

Signed: Date

Name:

Role:

Document produced	July 2017		
V2	July 2019		
V3	June 2020		
V4	May 2021	Reviewed. No amendments	
V5	Feb 2022	All hyperlinks checked, new sections added: Monitoring & Review, Accountability	
V6	10/05/24	Updated links	Pg 2
		Added in 'marriage and civil partnership' to list of protected characteristics	Pg 3