07. Equal Opportunities Policy

Statement of Intent

Woking Strokeability is opposed to all forms of discrimination, and believes that it is unacceptable for anyone to be discriminated against because of his/her race, ethnicity, religion, disability, gender, sexuality, economic status, marital status, age, or political belief.

The club is committed to equality of opportunity for all members and volunteers, and believes that all those who come into contact with us should be treated with respect and dignity.

Objectives

1. We will ensure that, as far as possible, all our meetings and activities are accessible to all regardless of their physical or communication disability.
2. We will make every effort to ensure that all those affected by stroke are aware of our group and are able to access information about how to join.
3. We will ensure that election to the committee and to office in the committee is open to all, with a fair, open and transparent voting process.
4. We will ensure that all our members are aware of our policies and procedures in relation to Equal Opportunities.
5. We will make every effort to ensure that all members get the information and support they need for their life after stroke.

Accessibility

1. Woking Strokeability will hold its meetings in fully accessible venues, which have been fully risk-assessed and agreed by the committee to be suitable for all.
2. Assistance, as appropriate, will be offered to all those needing help in getting in and out the venue.
3. The needs of individuals in relation to the venue will be the responsibility of the Chair and the Secretary.
4. It is the responsibility of any organiser of outings to ensure that trips are accessible to all members and volunteers.

Advertising and Promotion

The group will be advertised in the local community as much as necessary to maintain membership at a sustainable level. This will include, for example, posters in libraries, GP surgeries, and in the stroke unit of the local hospitals.

Local signposting agencies, such as Social Services and Citizens Advice Bureaux, will be informed of the group and how it can be accessed.

Further information about the group will be available on the internet through social media, www.wokingstrokeability.com, and on request by telephone, letter and email.

Management Committee

Nominations to the management committee will be encouraged from all members and volunteers, with all nominations eligible to stand.

All members of the group will be eligible to vote, as outlined in the group's constitution.

The Trustees are responsible for ensuring a fair and open election process.

Code of Conduct

Woking Strokeability believes that all people should be treated with respect and dignity, with the views and feelings of individuals valued and respected.

Language or humour that people find offensive will not be used or accepted.

Bullying, harassment or intimidation is never acceptable, and any incidents will be taken very seriously.

Disclosure and Barring Service (DBS)

Woking Strokeability requires:

- Standard DBS checks for Trustees as recommended by the Charity Commission (reference: Finding new trustees (CC30)).
- Enhanced DBS checks for professional suppliers (i.e. trainers) to comply with the Woking Strokeability Safeguarding policy

Recruitment of Ex-Offenders

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

Recruitment of Ex-Offenders – Woking Strokeability Policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Woking Strokeability complies fully with the code of practice and undertakes to treat all applicants for positions fairly

To comply Woking Strokeability

- undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- will only ask an individual to provide details of convictions and cautions that Woking Strokeability are legally entitled to know about.
- will only ask an individual about convictions and cautions that are not protected.
- is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- has a written policy on the recruitment of ex-offenders, which is made available on request to all DBS applicants at any stage of the recruitment process

- actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- will select all candidates for interview based on their skills, qualifications and experience

All information on available positions i.e. application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. Every person Woking Strokeability makes the subject of DBS check will be advised.

Whenever a concern arises, Woking Strokeability will ensure that

- an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.
- those involved in the recruitment process are able to assess the relevance and circumstances of offences and when necessary that they take advise from relevant external bodies

Woking Strokeability undertakes to discuss a matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Review and Monitor

The Trustees are responsible for ensuring that this policy is reviewed at least every two years by the committee.

Dated: 18 January 2021