

# **Ashdon Jazz Academy**

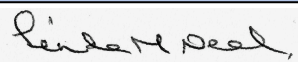

## **Equality and Diversity Policy**

**2024**

# Equality and Diversity Policy

Profile	
<b>Version:</b>	04
<b>Author:</b>	Patricia Muirhead - Hewitt
<b>Applies to:</b>	All staff, team members, volunteers, Trustees of Ashdon Jazz Academy and all Service users of Ashdon Jazz Academy
<b>Date issued:</b>	November 2024
<b>Review date:</b>	October 2026
<b>Review Frequency</b>	2 yearly
<b>Approval</b>	
<b>Approval person/ Board of Trustees:</b>	Policy Trustee AJA Board of Trustees
<b>Approval person overseeing review</b>	Linda Neal - Trustee
<b>Date:</b>	November 2024

Signed by 2 Trustees as approval by the AJA Board of Trustees

Date	Names	Signature
16.11.24	Linda Neal	
18.11.24	Pauline Thomas	

## 1. Introduction

The responsibility for ensuring equality and diversity among potential, actual users and volunteers, rests ultimately with the Board of Trustees. Members, volunteers and users are responsible for the implementation of the policy, its observance, monitoring it on a day-to-day basis and reporting on its operation to the Board of Trustees.

The policy consists of the following:

Statement of intent

The Policy

Complaints Procedure

## 2. Statement of Intent

Ashdon Jazz recognises that certain individuals and groups can be discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status and age.

Ashdon jazz is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

The Equality and Diversity Act 2010 : <https://www.gov.uk/guidance/equality-act-2010-guidance> legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

Recognising that passive policies will not achieve change, Ashdon Jazz will, through regular monitoring of policies and practice, take active steps to combat discrimination.

## 3. The Policy

**Service Provision:** Users must have easy access to information about Ashdon Jazz's services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type. It is also recognised that Ashdon Jazz will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.

Additionally, it is recognised that there may from time to time be complaints against members or volunteers of the service. A notice will be displayed in the general office, giving details of how a complaint may be made. The procedure will also be regularly publicised in the newsletter.

**Recruitment and Selection:** Ashdon Jazz aims to receive the widest response to volunteer vacancies. All vacancies will be advertised. The range of publications and agencies chosen will attempt to reflect the aim of reaching all sections of society. Information sent to potential applicants will include the volunteer description, a person specification and details of the

Equality and Diversity Policy. It will be standard practice to supply information in large print when requested - this will be noted in advertisements.

**Terms and Conditions:** Ashdon Jazz will endeavour to ensure that volunteers are not discriminated against through the terms and conditions under which they are employed. Furthermore, Ashdon Jazz Academy recognises that from time to time family and social circumstances may change and consequently volunteers may need to change their conditions of work. Ashdon Jazz will attempt, where circumstances and resources permit, to accommodate the needs of those volunteers.

**Volunteer, Employee and Consultancy Support:** Volunteers, Employees and Consultants are entitled to support from management and colleagues. Volunteers will receive regular supervision from their line manager, or other designated person. Where this is not possible Ashdon Jazz Academy will make funds available from the volunteer development/training budget to allow for supervision to be obtained from other agencies or individuals. For grant funded posts, supervision costs are already allocated

**Training:** Ashdon Jazz recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all new volunteers. When other needs are identified, every effort will be made to ensure that training is provided.

### **Complaints Procedure:**

(Copied from the separate Ashdon Jazz Academy Complaints Policy)

If you have a complaint, we would like you to tell us about it.

### **This is what you should do:**

1. If you have a complaint to make, it should be made to the Patricia Muirhead-Hewitt (PMH) who will try to resolve the issue informally.
2. If the issue is serious, or you are not satisfied after raising it with PMH, you should make a formal complaint.
3. Your complaint should be made in writing, marked "Private & Confidential", and sent to Patricia Muirhead- Hewitt (PMH) - CEO who will acknowledge it in writing (normally within 7 days of receipt). Remember to keep a copy of your letter. If you need an interpreter or advocate to help you make your complaint, Ashdon Jazz Academy can arrange this for you.
4. PMH shall - in consultation with the Chair of the Trustee Board - investigate the complaint.
5. PMH shall communicate the results of the investigation to you within a reasonable time - normally 21 days.
6. If dissatisfied with the results of the inquiry, you have the right to put your case in writing or personally to a panel comprising at least three members from the Ashdon Jazz Academy Trustee Board. If attending personally, you have the right to be accompanied by a friend or advocate to help put your case. (The panel also has the right to have an advisor present)

7. The decision of the panel will be final
8. Where appropriate, Ashdon Jazz Academy will make a written apology to the complainant, and agree any further action necessary to make good the cause of the complaint.
9. All formal complaints and the response made by the charity will be recorded and filed in a secure place.
10. The Trustee Board shall be informed by PMH at the first available meeting, the number and nature of any formal complaints and their outcomes, and consideration will be given to the implications these have for the planning and management of future services annually, as part of Ashdon Jazz Academy's self-evaluation.

If a complaint relates to the Designated Person read HR Trustee for PMH throughout this policy.

Ashdon Jazz Academy's complaints procedure will be publicised to organisations and individuals who use its services by Patricia Muirhead Hewitt

*The Designated Person would normally be the most senior paid staff member or nominated Trustee.*

**This policy will be kept electronically at the Ashdon Jazz Academy Office**

## Checklist for the Review and Approval of Procedural Documents

Title of document being reviewed	Yes/No/ Unsure	Comments
<b>1. Title</b>		
Is the title clear and unambiguous?	YES	
Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
<b>2. Rationale</b>		
Are reasons for development of the document stated?	YES	
<b>3. Development Process</b>		
Is the method described in brief?	N/A	
Are individuals involved in the development identified?	YES	
Has a reasonable attempt has been made to ensure relevant expertise has been used?	YES	
Is there consultation with stakeholders and users?	N/A	
<b>4. Content</b>		
Is the objective of the document clear?	YES	
Is the target population clear and unambiguous?	YES	
Are the intended outcomes described?	YES	
<b>5. Evidence Base</b>		
Are any key references cited ( if appropriate)?	YES	

Are any local/organisational supporting documents referenced?	N/A	
<b>6. Approval</b>		
Does the document identify which committee/group will approve it?	YES	
<b>7. Dissemination and Implementation</b>		
Is there an outline/plan to identify how this will be done?	YES	
Does the plan include the necessary training/support to ensure compliance?	YES	
<b>8. Document Control</b>		
Does the document identify where it will be held?	YES	
<b>9. Review Date</b>		
Is the review date identified?	YES	
Is the frequency of review identified? If so, is it acceptable?	YES	
<b>10. Overall Responsibility for the Document</b>		
Is it clear who will be responsible for coordinating the dissemination, implementation of the documentation?	YES	
Is it clear who will be responsible for overseeing the review of the documentation?	YES	