



Equality, Diversity and Inclusion

City of Chelmsford Mencap is committed to promoting equality, diversity, and inclusion in all aspects of its operations. This policy is designed to ensure that everyone, including people with a learning disability, their families, carers, trustees, staff, and volunteers, is treated with dignity and respect.

Change Control			
Issue 1	21/05/2025	Version 1	Rewrite by Grace Lidstone.
Review	27/05/2026		Reviewed and approved
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1. Introduction

City of Chelmsford Mencap is committed to promoting equality, diversity, and inclusion in all aspects of its operations. This policy is designed to ensure that everyone, including people with a learning disability, their families, carers, trustees, staff, and volunteers, is treated with dignity and respect. The charity recognises that diversity strengthens the community and enriches the services we provide. CCM is committed to creating an environment where all individuals are given the opportunity to reach their full potential, irrespective of their background, characteristics, or needs.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with relevant UK equality legislation.
- Foster an environment where diversity is valued, and all individuals feel included, respected, and empowered.
- Provide guidance on how equality, diversity, and inclusion principles are to be applied across the charity's services, employment practices, and volunteer roles.
- Outline the responsibilities of trustees, staff, and volunteers in promoting equality and diversity.

3. Legal Framework

This policy will be implemented in accordance with the following key pieces of legislation:

- **Equality Act 2010:** The charity will comply with the provisions of the Equality Act 2010, which protects individuals from discrimination, harassment, and victimisation based on protected characteristics, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Human Rights Act 1998:** Ensuring the respect for human dignity and the right to a private life for all individuals, including people with a learning disability.

- **Care Act 2014:** Safeguarding the wellbeing of individuals with a learning disability, ensuring that services provided are inclusive and accessible.
- **The Children and Families Act 2014:** Addressing the needs of children and young people with special educational needs (SEN) and their families.

4. Scope

This policy applies to:

- All trustees, staff, and volunteers working for or on behalf of the charity.
- All individuals accessing services provided by the charity, including people with a learning disability, their families, and carers.

5. Equality and Diversity Principles

The charity is committed to ensuring equality of opportunity and promoting diversity across all areas of its work. This includes:

- **Accessibility:** Ensuring that the charity's services are accessible to all individuals, including those with a learning disability, by providing appropriate adaptations and support.
- **Fair Treatment:** All individuals, regardless of their background or characteristics, will be treated fairly, with dignity and respect. The charity will ensure that no one is excluded or disadvantaged by any form of discrimination.
- **Inclusivity:** CCM will actively promote an inclusive environment where everyone feels valued and respected. This includes supporting and respecting different cultures, beliefs, and perspectives.
- **Support:** The charity will provide person-centred support for people with a learning disability, their families, and carers to ensure that they can fully participate in the community and benefit from the services provided.

6. Key Responsibilities

Trustees:

- Ensure that this Equality, Diversity, and Inclusion Policy is implemented effectively and consistently throughout the charity.
- Regularly review the policy to ensure it meets legal requirements and reflects best practices.
- Promote a culture of equality and inclusivity at the governance level.

Staff and Volunteers:

- Adhere to the Equality, Diversity, and Inclusion Policy and apply its principles in all areas of service delivery and interaction with people with a learning disability, their families, carers, and colleagues.
- Actively challenge discriminatory behaviours, comments, or practices.
- Participate in training and development opportunities related to equality, diversity, and inclusion.

7. Discrimination and Harassment

The charity will not tolerate any form of discrimination, harassment, or victimisation. This includes:

- **Direct Discrimination:** Treating someone less favourably because of a protected characteristic.
- **Indirect Discrimination:** Applying a rule or policy that disadvantages people with a certain protected characteristic.
- **Harassment:** Unwanted behaviour related to a protected characteristic that creates a hostile, degrading, humiliating, or offensive environment.
- **Victimisation:** Treating someone unfairly because they have made a complaint or supported a complaint under this policy.

Any incidents of discrimination, harassment, or victimisation will be taken seriously and dealt with promptly. Appropriate action will be taken, including disciplinary measures where necessary.

8. Recruitment and Employment Practices

The charity will adopt fair and inclusive recruitment and employment practices to ensure:

- Equal opportunities for all applicants, regardless of their background or characteristics.
- Recruitment processes that encourage a diverse pool of candidates and consider reasonable adjustments for applicants with a disability or other needs.
- Fair treatment of all employees, providing equal access to training, development, and career progression opportunities.

9. Training and Development

The charity will provide ongoing training for trustees, staff, and volunteers to promote understanding of equality, diversity, and inclusion, with a specific focus on:

- The principles of the Equality Act 2010.
- The rights of people with a learning disability and their families.
- How to provide inclusive services and adapt communication methods to meet diverse needs.
- Recognising and addressing unconscious bias and discriminatory behaviours.

10. Monitoring and Evaluation

To ensure that this policy is being effectively implemented, the charity will:

- Regularly monitor and assess the impact of its equality, diversity, and inclusion practices. The Governance Committee is responsible for how best practice should be deployed in CCM's current circumstances for the benefit of its key stakeholders.
- Collect feedback from service users, their families, carers, and staff to understand their experiences and identify areas for improvement.
- Undertake annual reviews of this policy to ensure it is fit for purpose and reflects any changes in legislation or best practice.

11. Complaints and Grievances

The charity is committed to providing a transparent and accessible process for individuals who feel they have been subjected to discrimination, harassment, or victimisation. Complaints will be handled in accordance with the charity's *Grievance Procedures*.

12. Communication of the Policy

This policy will be communicated to all trustees, staff, and volunteers. It will be made available on the charity's website and in relevant documentation. The charity will also ensure that individuals with a learning disability and their families or carers are informed about this policy and how it affects them.

13. Conclusion

City of Chelmsford Mencap is committed to upholding the principles of equality, diversity, and inclusion in all areas of its work. The charity strives to create a welcoming, accessible, and supportive environment for everyone, especially people with a learning disability, their families, and carers. This policy is a key part of CCM's commitment to fostering an inclusive culture that promotes fairness and respect for all.

Approval and Review:

This policy will be reviewed annually to ensure its continued relevance and effectiveness.