



Surety Care Limited

Equality and Diversity Policy

APPLIES TO:	All staff
RELEVANT LEGISLATION:	<ul style="list-style-type: none">• Regulation 7: The children's wishes and feelings standard• Guide to the children's wishes and feelings standard• Regulation 10: The health and well-being standard• Guide to the health and well-being standard• Regulation 13: The leadership and management standard• Guide to the leadership and management standard• Regulation 14: The care planning standard• Guide to the care planning standard
DATE OF LAST REVIEW (OR DATE INTRODUCED):	August 2024
NEXT REVIEW DATE:	August 2025
SERVICE USER INVOLVEMENT REQUIRED?	No
APPROVED BY:	
RESPONSIBLE INDIVIDUAL:	Mark Higginson

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Equality in Service Delivery

Surety Care Limited is committed to providing quality care with equality of access for all young people, staff and visitors.

Surety Care strategic plan is 'reducing inequality' as one of its core values. Equality in the homes underpins the four of the priority themes:

- Learning
- Care
- Culture
- Environment

Some groups, communities and individuals suffer direct or indirect discrimination. This can be made worse where homes and facilities are inappropriate, insensitive or inaccessible. Surety Care Limited aims to act positively to reduce inequality, to work against discrimination and to promote and create access to our homes by everyone, irrespective of their age, disability, race, gender, sexuality, cultural or social background, religion or belief.

Surety Care Limited will ensure that all of its employees are aware of this policy and that appropriate steps are taken to put into practice the day-to-day delivery of care.

Principles

Surety Care Limited recognises that:

- Everyone should have access to the resources and facilities which the Company provides:
- Full account should be taken of people's views and expectations when designing and reviewing care and delivery of care.
- Different groups have different experiences of inequality and discrimination. Training and staff development programs must support staff in understanding the different and common needs.
- Resources should be distributed in such a way as to ensure that equality of access and opportunity is maintained as a priority and a right.

Implementation and Monitoring

To ensure that Surety Care Limited's care is provided equally to all of its employees and young people, Surety Care Limited is committed to continually modifying existing homes and developing new ones where necessary and through changing working practices.

As part of implementing equality in care delivery, Surety Care will:

- Consult as widely as possible, especially with people not using our homes as well as the user groups, about service provisions relevant to needs, seeking greater involvement from them in helping the decision-making process and helping the company grow.
- Encourage and support community and self-help initiatives in ensuring that equality objectives are met.
- Encourage feedback which will be evaluated to identify:

- Gaps in services
- Shortfalls in services
- The quality of performance
- Discriminatory aspects
- Influence and guide future planning and development
- Strive to ensure that our workforce reflects the diversity of the communities we serve.

Surety Care Limited will ensure that all aspects of the organization set standards using appropriate legislation and codes of practice and have strategies for promoting equality and diversity in all our homes.

In order to ensure that there is ownership of equality in service and care delivery, responsibility for developing and implementing equality policies and anti-discrimination practices lies with the Directors. They will be responsible for ensuring:

- Implementation of equality policies and effective strategies.
- Review the homes in terms of their accessibility, availability and appropriateness.
- Train all staff appropriately to enable services and care to be provided equally.
- Ensure consultations take place with young people in respect of how and if their needs are being met.
- Demonstrate the company's' commitment to equality in all the homes and services.

Equal Opportunities Statement

Surety Care Limited is committed to the development of positive policies to promote equality in employment and in delivery of our service regardless of race, disability, gender, sexual orientation, age, religion, trade union membership status.

This commitment will apply to recruitment and selection practices, training, promotion, pay and conditions of service.

The operation of this policy is monitored periodically. If any employee considers that he or she is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedure for dealing with grievances.

Equality Objectives in Employment

All homes within Surety Care Limited are expected to set and meet equality objectives for employment of targeted groups, including women, people from black and ethnic minority groups, older workers, disabled people, LGBTQ+2 people and people with religious or other beliefs.

This policy was introduced by Surety Care Limited to measure the effectiveness of its equal opportunities employment policies in addressing under representation in the workplace.

Recruitment and Selection and Workforce Trends Monitoring

Surety Care Limited monitors the recruitment and selection process and workforce in terms of full time/part time working, ethnic origin, religion, belief, gender, disability, age or sexual orientation and reports on the findings at regular intervals. This information is an integral part of the overall evaluation process made in the achievement of equality objectives.

Recruitment and Selection Procedure

The safer recruitment and selection guidelines on good practice help managers to avoid unfair discrimination in recruitment and selection procedures. The document is backed up by recruitment and selection training for appointed individuals in HR.

Recruitment Appeals Procedure

This procedure enables the applicant to appeal if they consider that they have been discriminated against on the grounds of race, gender, disability, age or sexual orientation, religion or belief.

Flexible Working Arrangements

The aim of this is to allow us to look at individual cases on a case-by-case basis to see if we can apply any flexibility to help employees balance their work and home lives more effectively, it also may be used to help those caring for close family. If employees need some flexibility in their working arrangements, they are to discuss this with the Registered Manager.

Harassment Complaints Procedure

The procedure provided a mechanism for dealing quickly and effectively with complaints of harassment. Employees are to follow the procedures laid out in the Grievance/Complaints Policy.

Training

Provisions within the Sex Discrimination Act 1975 and the Race Relations Amendment Act 2000 for taking positive actions in the provision of training opportunities for women and black and minority ethnic groups have been in place.

A positive number of actions initiatives have been made which provide support for employees in overcoming the barriers to career development. Surety Care Limited have good ties with Derby College that are fantastic at helping us meet all the additional learning needs of our employees.

Leave Provisions

Maternity Leave

Allows new mothers up to 52 weeks leave. The first 6 weeks of maternity leave is paid at 90% of the average weekly wage and the remaining 20 weeks will be paid at the statutory rate (currently £172.48) or 90% of the weekly wage (whichever is lower). Additional Maternity Leave is another 26 weeks some of which will be paid. In total 39 weeks are paid. The employee's employment rights are still protected during this period including pay rises, holiday entitlement increases and the right to return to work. The employee must inform her employer no later than 15 weeks before the expected childbirth. This should be in writing with the date she intends to start

her maternity leave (this can be no earlier than 11 weeks before the baby is due). If the woman is sick due to maternity reasons 4 weeks before her expected due date her maternity leave will automatically start.

Paternity Leave

Statutory Paternity Leave comes into the Employment Act (2002). The partner of a woman (male or female) that will be responsible for bringing up the child is entitled to one or two weeks leave after the baby is born. This must be taken in the first 56 days after birth and is paid at £172.48 or 90% of the weekly wage (whichever is lower). 28 Days' notice must be given that they are expecting a child, however it does not need to be a specific date. The partner is also entitled to attend two antenatal appointments.

Adoption Leave

Employees who adopt a child are entitled to time off to look after the child. Although both parents are "Adopters" only one can take statutory adoption leave. They must present documented proof of the right to be paid Statutory Adoption Leave (usually a certificate from a recognised Adoption Agency), within 7 days of being matched to a child. The Pay Structure for Adoption Leave is identical to Statutory Maternity Leave. The first 6 weeks of leave is paid at 90% of the average weekly wage and the remaining 20 weeks will be paid at £172.48 or 90% of the weekly wage (whichever is lower). Additional Adoption Leave is another 26 weeks, some of which will be paid in total of 39 weeks are paid.

Shared Parental Leave

You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child.

You can share up to 50 weeks of leave and up to 37 weeks of pay between you.

You need to share the pay and leave in the first year after your child is born or placed with your family.

You can use SPL to take leave in blocks separated by periods of work or take it all in one go. You can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, you and your partner need to:

- meet the eligibility criteria - there's different criteria for birth parents and adoptive parents
- give notice to your employers

Compassionate Leave (Immediate Family)

Under this scheme the employee is entitled to a leave period paid in full for immediate family. The period of time is discretionary and decided by the organisations Directors on a case-by-case basis. If any additional days are needed in excess of the agreed time, these can be requested

as Annual Leave or Unpaid Leave and will be reviewed on an individual case-by-case basis, by the organisations Directors.