

Celtic Neighbours Partnership Children and Young People Protection Policy

STATEMENT

Celtic Neighbours aims to safeguard the welfare of children and young people both within the organisation and those participating in workshops and projects undertaken under its auspices. We will ensure that client/partner organisations commit to good practice which protects children and young people from harm. In so doing we will take account of and comply with current legislation and best practice.

We will do this by raising awareness and understanding of the issues for trustees, staff and volunteers. This will include:

- Displaying the poster of the 1989 Children Act, which summarises this legislation, wherever activities take place.
- Induction sessions for all new recruits, raising the understanding of issues of assault and abuse with staff and volunteers and proactively working to raise the issues within communities.
- Ensuring that managers, staff and volunteers, understand their responsibilities in relation to the Children Act and relevant Health and Safety issues.

Recruitment and selection procedures will require that applicants undertaking paid work or working as a volunteer, undergo a police check. Also that they give details of any previous work undertaken with children and/or young people and that permission is given to contact at least one person who has experience of that work. (For many volunteers this may be the first experience of working with children or young people. In these instances, volunteers will only carry out work with a member of staff present at all times.) All those working with us will be required to:

- Provide details of **any** convictions for criminal offences against children including any spent convictions under the Rehabilitation of Offenders Act 1974.
- Undergo an induction session to raise awareness of Child Protection and relevant Health and Safety issues. (See below for details.)
- All paid and voluntary appointments will be conditional on the successful completion of a probationary period.

Guidelines for Child Protection Issues
(to be included within the induction sessions.)

Health and safety procedures relevant to the work of Celtic Neighbours and included in the Health and Safety Policy, will be highlighted during induction sessions.

Discuss issues of what constitutes harm and abuse.

Draw attention to the summary of the Children Act of 1989. Discuss the implications of this.

Any concerns about this issue now or at any time in the future, should be discussed with the management.

When engaged in work with children or young people, make it clear that some information, if disclosed, (relating to possible harm or abuse) will need to be discussed with your line manager and/or passed on to the commissioning organisation.

Raise awareness that counselling sessions are available to all staff and volunteers within the organisation.

We will ensure that new or updated legislation and policy relating to Child protection issues will be highlighted and included within our Policy.

We will endeavour to provide relevant child protection training, commensurate with the responsibility and needs of the staff member/volunteer. Skills training, specific to the Charity and its methodology, will be provided by the organisation.

Policy and procedures will be reviewed by Trustees when deemed to be necessary. This to be assisted by the proactive involvement of the Directors and other staff.

Celtic Neighbours Open Opportunities Policy

Statement of intent

The Need:

'Certain people face prejudice and discrimination. Voluntary organisations as well as other institutions have a responsibility to oppose discrimination, not only in order to ensure that the service that they provide are accessible to everyone, but also because it is an essential role of the voluntary sector to highlight injustice and promote good practice': from 'Voluntary but not amateur', Duncan Forbes, Ruth Hayes & Jacki Reason, London Voluntary Service Council 1988.

Celtic Neighbours seeks to address this issue in the following ways:

Code of practice

Celtic Neighbours is committed to the promotion of equal opportunities both in its roles as an employer, and in provision of service to the community. The aim of our policy is to ensure that no job applicant or employee, voluntary worker, member of the management board or service user receives less favourable treatment on the grounds of his /her race, colour, nationality, ethnic or national origins or religion, class, sex, marital status, child or domestic care arrangements, sexual orientation, age, (disability) or is disadvantaged by conditions or requirements which cannot be shown as justified.

Celtic Neighbours recognises and accepts all statutory responsibilities which may be placed upon it from time to time e.g.

- Race Relations Act (1976) and the RRAA Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995 and DDA 2005
- Sex Discrimination Act 1975 and 1986
- The Gender Recognition Act 2004
- The Civil Partnership Act 2004
- The Human Rights Act 1998
- The Equality Act 2006
- Human Rights Act 1998 (Commencement No. 2 Order 2000)

Implementation & Monitoring;

Celtic Neighbours recognises that regular monitoring and evaluation will result in an updating of specific targets and objectives in terms of our equal opportunities policy. In addition to regular monitoring of our procedures and practices, we also recognise that the implementation of our policy requires;

- Recognition that certain people face prejudice, discrimination and harassment on the grounds detailed in the declaration of intent.
- Training for those involved in recruitment, selection procedures and practise and monitoring for equal opportunities.
- The provision of an appropriate grievance and disciplinary procedure for all staff and volunteers.

- A complaints procedure for the service users
- A recognition that each member of staff / volunteer should have access to appropriate supervision, training appraisal and support.
- That no person should be discriminated against by Celtic Neighbours when applying for employment or when subject to the internal grievance and disciplinary procedures of the organisation.
- The establishment of a broad base of consultation to identify priorities.

In order to implement this equal opportunities policy, Celtic Neighbours will take positive action to work towards good practice for all staff, volunteers, members and users of our services.

To measure whether or not we are succeeding in implementing the policy Celtic Neighbours will carry out regular reviews and monitoring of our procedures and practices against the targets we have identified in this policy statement.

CELTIC NEIGHBOURS PARTNERSHIP

EQUAL OPPORTUNITIES MONITORING FORM

The Celtic Neighbours Partnership welcomes diversity and is an equal opportunities employer. We aim to ensure that no job applicant, volunteer or employee will receive less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part-time working or age.

Surname

First Name(s)

Date of Birth

Gender: Male /Female

What is your sexual orientation?

Prefer not to say

Bisexual

Gay man

Gay woman

Lesbian

Heterosexual/straight

What is your marital status?

Prefer not to say

Divorced

Married/Civil Partner

Partner

Single

Widowed

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin

Prefer not to say

Asian or Asian British -

Bangladeshi

Indian

Pakistani

Chinese

Other (please specify)

Black or Black British -

African

Caribbean

Other

'White' background -
British
Welsh
Irish
Other European
North or South American

'Mixed' background
Other (please specify)

Please tell us about your religion or faith (if any)

REHABILITATION OF OFFENDERS

Have you had any court convictions other than spent convictions under the Rehabilitation of Offenders Act 1974 or are any proceedings pending?

Motoring offences can be excluded if not relevant to the advertised post. If you have answered 'Yes' please provide details in a sealed envelope or as a separate e-mail attachment entitled 'Rehabilitation of Offenders – FAO HRM'.

ENTITLEMENT TO WORK IN THE UK

What is your nationality? (please specify):

.....

Please indicate under which of the following you are entitled to work in the UK?:

As an UK/EU National (excluding Romania & Bulgaria) Tier 1 visa Spousal visa Dependant's visa

Indefinite Leave to Remain Certificate

Other (please specify):.....

DISABILITY

Definition of Disability - The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Do you have a disability as defined by the Disability Discrimination Act?

Yes

No

Prefer not to say

Please indicate briefly the nature of your disability or long term condition

Please indicate the length of time you have had the condition, and if you wish provide additional information about your disability or long term condition:

Please let us know if there are any reasonable adjustments we need to consider making if you are invited to work with us or interview for a post, for example access to interview rooms, alternative equipment, hearing loop etc.

Please inform us of any reasonable adjustments we would need to consider if you were successful following interview.

I confirm that all personal details provided on this form and any accompanying documentation are correct, and understand that any false statement could result in the appointment being declared invalid. If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.

Signature:

Date: