



# Sunshine Children's Centre Charity

Watford & Surrounding Areas

Charity registration number - 1126230

[www.sunshinecharity.com](http://www.sunshinecharity.com)

## Equality and Diversity Policy

### Commitment

Sunshine Children's Centre Charity exists as an organisation for parents, carers and grandparents of children under 5. We recognise the discrimination that families face in society and our children's centre aims to offer spaces for parents as a group to spend time and develop together, supported by each other.

Sunshine Children's Centre Charity is for all parents, carers and grandparents of children under 5. We believe that everyone deserves respect for themselves and that direct and indirect discriminatory behaviour is unacceptable.

### Ethos and Environment

We are taking action to:

- Provide a welcoming environment, which reflects the cultures of families in the local community
- Challenge offensive and discriminatory remarks and clarify stereotyping whenever they are in evidence
- Provide an environment that is accessible to all
- Provide an environment in which diversity is welcomed within the constraints of the constitution

- Ensure lighting and security systems are adequate to provide a safe environment
- Promote safeguarding children and vulnerable adults in safer recruitment

### **Activities**

We are taking action to:

- Provide empowering courses and workshops appropriate to the needs and wants of all families
- Provide opportunities and support for families experiencing discrimination
- Ensure our activities promote a positive image for families
- Ensure that resources needed to support our activities are allocated on a fair and equitable basis
- Develop a programme of activities that addresses equality issues and raises awareness of disabilities, sex, sexuality, religion and age

### **Services**

We are taking action to:

- Provide crèche facilities
- Provide a needs-led service
- Liaise with other organisations so that we can signpost on or get help when we cannot meet the needs of particular families
- Provide counselling and advisory services that are responsive to the differing needs, cultures and backgrounds of individuals.

## **Marketing and Publicity**

We are taking action to:

- Increase awareness and use of Sunshine Children's Centre Charity by families from all sections of the community
- Research needs of families not currently using Sunshine Children's Centre Charity
- Ensure that our publicity mentions our access, childcare facilities and concessionary rates
- Ensure that our publicity materials are in an accessible form in plain language
- Ensure that our publicity materials present a positive image of families and the role of Sunshine Children's Centre Charity
- Have our Equal Opportunities policy accessible to everyone using Sunshine Children's Centre Charity
- Use appropriate font sizes within publicity and marketing
- Install hearing loops in community venues
- Install hoists in disabled toilets

## **Positive Action**

This policy will be:

- Given to all tutors, facilitators, group leaders, counsellors and key holders using Sunshine Children's Centre
- Part of Sunshine Children's Centre Charity Induction Pack
- On display within community venues

### **Enforcing the policy**

- Behaviour that goes against this policy will be challenged and this is the responsibility of everyone (See Respect in the Workplace Policy).
- Families who feel that they have been discriminated against have the right to have their complaint heard and acted upon accordingly

**This policy is due for review in November 2009**

# Cause for Concern

## Monitoring Form - Staff

### Personal Details

Name  
Contact Address

Telephone:

email:

Ethnicity

Gender: Male / Female

Are you disabled, under the definition of the DDA? Yes / No

Type of incident/s:

Discriminatory Behaviour	Verbal/suggestive	Visual or verbal threats
e-mail/website message	Physical abuse	Mental abuse
Unacceptable Behaviour	Withdrawn	Other (describe)

Describe the incident, including date, time and location:

Did the incident involve:

A member of staff   
Child   
Service user   
Service provider   
Visitor

Did you witness an incident? Yes / No  
Do you have cause for concern? Yes / No  
Do you want help or advice? Yes / No

Signed

Date