



Equal Opportunities Policy - Sept 2013.docx



Contents

1. Introduction	3
2. Applicability	3
3. Definitions	3
4. Policy Authority	3
5. Principles of Policy	3
6. Procedure	4
6.1 Introduction	4
6.2 Equal Opportunities Policy Statement.....	4
7. Monitoring, Evaluation & Reporting.....	5
8. Policy Review.....	5

1. Introduction

GreenHouse Mentoring (GHM) has been operating for over 10 years. This document explains the Equal Opportunities Policy.

2. Applicability

This policy applies to all GHM Staff and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

- Volunteers** any person currently volunteering with GHM with a signed Volunteer Agreement;
- Staff** any member of the GHM Team with a formal written and signed contract;
- Buddy** any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
- External Persons** any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	10/11/2010	Initial Issue
Ian Pirks	03/09/2013	Updated to standard document format

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ GreenHouse Mentoring is an equal opportunities organisation and we do not discriminate on any grounds. We work in partnership with others to protect our young people, and safeguard and promote their welfare throughout all the activities which GreenHouse Mentoring undertakes.

6. Procedure

6.1 Introduction

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

6.2 Equal Opportunities Policy Statement

Any staff employed by GreenHouse Mentoring will be recruited in accordance with the Stopsley Baptist Church Equal Opportunities Employment Policy.

- ◆ GreenHouse Mentoring is committed to serving referred children and young people, who live principally in the Luton area.
- ◆ No individual will be treated less favourably in accessing mentoring services because of their colour, disability, ethnic origin, nationality, race, religious or political beliefs, sex or sexual orientation¹.
- ◆ No applicant volunteering with GreenHouse Mentoring will be treated less favourably because of their colour, disability, ethnic origin, marital status, nationality, race, religious or political beliefs, age², sex or sexual orientation.
- ◆ Records of those seeking services from or volunteering for GreenHouse Mentoring will be kept confidential at all times and will be destroyed in accordance with the Records Retention Schedule.
- ◆ GreenHouse Mentoring will expect a commitment to Equality of Opportunity from all agencies recommending potential volunteers to Greenhouse Mentoring³.
- ◆ GreenHouse Mentoring will expect a commitment to Equality of Opportunity from all volunteers.

¹ Age of referral is restricted i.e. usually up to 18 years old, but some older are considered

² Volunteers must be 18 and over

³ A copy of their Equal Opportunities Statement will be requested



- ◆ GreenHouse Mentoring will expect a commitment to Equality of Opportunity from all organisations and schools submitting referrals to GreenHouse Mentoring⁴.
- ◆ All relevant policies, practices and procedures will be reviewed periodically to ensure this GreenHouse Mentoring equal opportunities policy is adhered to at all times.

7. Monitoring, Evaluation & Reporting

The GHM Manager will monitor adherence to the Equal Opportunities Policy. Reports identifying the spread of volunteers and referrals will be checked on at least an annual basis.

8. Policy Review

Next policy review due before: August 2016

Policy last reviewed on: 03/09/2013

Approved by:

Sue Pirks

(GreenHouse Mentoring Manager)

Date

⁴ A copy of their Equal Opportunities Statement will be requested