

23rd February 2018



Equality and Diversity Policy (P&G 106)



Fun, Learning
and Achievement



**Fun, Learning and
Achievement**

NFYFC Equality and Diversity Policy

Statement of intent

We encourage and welcome all young people aged 10 to 26 to join YFC whatever their background regardless of disability, sex (gender), gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, age and marriage/civil partnership status. YFC is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all members, potential members, associates, guests and volunteers.

Our code of equality

We are committed to providing a safe environment in which all our members can flourish and in which all contributions are valued. We make inclusion an integral part of our programme of activities and value the contribution of all members to our understanding of equality and diversity.

We believe that everyone has the right to be fairly treated and work in partnership with others to improve our knowledge, understanding and promotion of equality and valuing diversity in line with all legislation. We aim to ensure that any complaints we receive about the way we operate are dealt with in a professional and prompt manner.

We are committed to ensuring that our members are not disadvantaged on the basis of disability, sex (gender), gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation and age.

Accessibility

Information about us can be found through our local adverts, information leaflets and website or by contacting our county YFC office. We use an accessible local meeting venue for young people and make reasonable adjustments for disabled people aged 10-26 years old to join and access the benefits of YFC. Due to the rural nature of young farmers' clubs, villages are often limited in our venue choices, where this is the case we will look at possible options both with the existing venue and alternatives to accommodate any members joining the club.

The YFC officers take into consideration the needs of members when planning activities and making decisions and work with parents and other agencies to support individuals participating in these YFC activities. All new members are required to complete a membership form that includes additional needs and if they are under 18 years old a parental consent form. Club officers will discuss with the YFC applicant and parents/carers and external agencies where appropriate any accessibility issues for their involvement in the club. When creating a support plan YFC will involve the parents and when required external agencies to ensure that the member is fully supported and that the club feels confident that they are providing appropriate support.

Health and Safety

The health and safety of all members is of utmost important to us and we recognise within our risk



assessments the different needs that members may have.

Club Programme

YFC's programmes and activities encourage members to develop their own self-awareness as well as an awareness of others. We are committed to doing this by:

- Enabling members to feel valued and good about themselves.
- Allowing members to input into programme planning.
- Enabling members to have equality of access to programmes and activities.
- Recognising the range of skills and abilities of members and incorporating this into the programme of activities where appropriate.
- Avoiding using stereotypes or derogatory images.
- Creating an environment of mutual respect and tolerance.
- Educating members to increase understanding that discriminatory behaviour and remarks are unacceptable and ensuring understanding of the reasons why.
- Including cultural awareness and understanding.

NFYFC Competitions

The competitions programme is at the heart of YFC and is enjoyed by virtually every YFC member each year. Not only is it a brilliant motivator for club members to have a go at something new and broaden their experience, it's also a fantastic tool for counties and clubs to meet their charitable objectives of promoting education and learning. Each year the programme includes a mix of traditional rural and agricultural activities, sport, art, life and vocational skills, as well as competitions that help develop the public speaking talents for which YFC members have become renowned.

Sports are included in the NFYFC's competitions programme and NFYFC works closely with the appropriate national governing body's (e.g National Tug of War Association) rules and guidance in relation to age ranges and gender specific teams. Some NFYFC competitions are designed for a mixed gender team of YFC members (for example, dance) and NFYFC works to the appropriate governing body's rules and guidance for these competitions. In addition, appropriate practical and positive interventions are put into place such as toilets, changing rooms and showers to cater for members' requirements. Additional information can be found in the support guide.

Where a member has a disability or an additional need, NFYFC takes necessary steps to ensure that the member can compete and not be disadvantaged. We work closely with the parent to prepare a plan for engagement. For example for some members with dyslexia, steps might include having extra time allowance, a designated scribe and/or using different coloured paper.

Reflecting YFC's place in modern society and the changing needs of young people in rural areas, the programme constantly evolves to equip members with knowledge and abilities that are relevant to their lives and careers, and promote good citizenship. Members' needs are reflected in the planning of these competitions.



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Employment and Training

Employed staff and volunteers such as club officers and club leaders work to the NFYFC's Equal Opportunity and Dignity policy (please see Appendix 1). Our club officers are offered training to ensure that they are aware of their legal duties and responsibilities under relevant legislation and share ideas for inclusion and diversity and challenge those who do not follow this practice.

Partnership with parents and guardians

YFC works to create a warm and friendly environment where parents/guardians feel able to communicate and voice their opinions freely. When a member joins YFC we work with parents/carers to ensure that the members' needs including medical, cultural and dietary needs are met to their satisfaction. Then throughout the year we communicate with parents both verbally and in written form, through newsletters, notices and leaflets. Any changes in policy are communicated with parents/carers via the YFC.

Valuing diversity

As a member-led organisation, we welcome the diversity of our membership as it inspires an enriched programme of activities from club to national level which ultimately leads to more exciting opportunities for the personal development of our members. Adopted: XXX Review date: XXX 2020



Equality and Diversity Policy Guidance for Clubs

Statement of intent

YFC welcomes all young people aged 10-26 regardless of background including disability, sex (gender), gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, age and marriage/civil partnership status. YFC is committed to valuing diversity by providing equality of opportunity, training and awareness-raising for all members, potential members, associates, guests and volunteers.

Aim

YFC works to welcome and encourage new members to join by:

- Providing a safe environment in which all our members can flourish and in which all contributions are valued.
- Including and valuing the contribution of all members to our understanding of equality and diversity.
- Improving our knowledge and understanding of promoting equality and valuing diversity.
- Making inclusion an integral part of our programme activities.
- Providing positive non-stereotyping information about gender roles, sexual orientation, diverse ethnic and cultural groups and people with disabilities.
- Making sure that YFC is accessible to all young people aged 10-26 wishing to join.
- Making sure that everyone has the right to be fairly treated.
- Working in partnership with others to promote equality and diversity.
- Complying with relevant legislation.
- Responding promptly to any complaints about the way we operate.

The Legal framework Equalities Act 2010

This policy is based on the Equalities Act 2010 which came into effect on the 1st October 2010. The Act brings together the legal requirements on equality that the private, public and voluntary sectors must comply with. It replaces all the existing equality law including:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination act 1995

It affects equality law at work, in delivering services and running clubs.

The Act protects people from discrimination on the basis of nine protected characteristics. These are:

- Disability
- Sex (gender)
- Gender reassignment
- Pregnancy and maternity
- Race



- Religion or belief
- Sexual orientation
- Age
- Marriage/civil partnerships

It brings equality legislation into sharp focus to clarify protected characteristics and legal responsibility. It strengthens the law to help tackle discrimination and inequality.

Young Farmers' Clubs as defined under the Act

As a voluntary organisation, we must operate within all the equalities legislation as we would any other legislation. There are no opt-outs which means it is important that we understand what the law says about equality and discrimination.

Young Farmers' Clubs as a service provider

As a voluntary youth organisation providing services to young people in rural settings, the Equality Act 2010 outlines how people should be treated in the delivery of these services. This means not discriminating against people on the basis of their protected characteristics (listed on page 1) by refusing to provide a service to them, or by providing a lower standard of service or offering a service on different terms than you would to other people. Under the Act, your members would be classed as service users. As a service provider (YFC) must formally adopt an equality policy and draw this to the attention of all officers and members and consider whether any further training is required.

Young Farmers' Clubs as an Association

Under the Act, an association is a voluntary or community organisation that:

- Has a group of 25 or more members and;
- Has rules (not necessarily formal or written) regulating who can be a member and where there is some process of selection to become a member, such as nominating or voting in associate members, or new members to welcome them to the club. (NFYFC would encourage YFC's to have 'Welcome of new members' on the club's agenda rather than voting in new members by existing members. This is to ensure that the voting system cannot be abused to prevent YFC members choosing who can and cannot join the club without good reason). Please refer to The Source/Making it happen/welcome new member's fact sheet for further information. If, however, your club does use a voting system then you must ensure that your club does not discriminate, harass or victimise a potential member in:
 - The arrangements for selecting or rejecting new members and the terms for joining.
 - The ways in which your club gives or denies membership benefits or services, removes or varies the terms of membership to members or associates.
 - The arrangements made for deciding who may be invited as a guest.

As an association the Equality Act 2010 applies to YFC members, potential members, club officers, volunteers, associates, guests, potential guests and parents. For those clubs where there are less than 25 members the Equality Act does not apply, however, NFYFC would strongly recommend that you follow the good



practice within this guideline to avoid any issues of discrimination or unfair treatment.

YFC code of equality

The Act protects service users or existing and potential members, club officers, volunteers, associates and guests from discrimination on the basis of protected characteristics (disability, sex (gender), gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, age and marriage/civil partnership). Based on this, YFC will take action if a member, officer, leader, or volunteer:

- Harasses or victimises service users, members, potential members, associate members or guests.
- Discriminates against anyone associated with a person with protected characteristics.
- Indirectly discriminates by applying a policy or procedure that puts or could put member with a protected characteristic at a disadvantage.
- Wrongly assumes someone has a protected characteristic.
- Treats anyone badly because they have complained about discrimination or helped someone else complain or done anything to uphold their own or someone else's equality law rights.
- Refuses membership to a person. This does not include those that have been subject to disciplinary or safeguarding investigations and have had their membership revoked for the safety of themselves and others.

YFC will endeavor to:

- Make reasonable adjustments for disabled people aged 10-26 years old to join and access the benefits of YFC.
- Consider the impact of club decisions and potential impact on those with protected characteristics.

Accessibility

YFC aims to ensure that our clubs are accessible to all young people aged 10-26 wishing to join. We seek to do this by:

- Advertising YFC widely within the local community.
- Having a webpage and links from the County Federation and NFYFC.
- Using social media platforms for communication about YFC and their events.
- Reflecting the diversity of members in our publicity and promotional materials, providing information in clear, concise language, in a range of communication formats.
- Ensuring that all parents/carers are made aware of our equality and diversity policy.
- Working closely with the parent/carer and other agencies when necessary for the development of an individual member.
- Ensuring the Equality and Diversity Policy runs in conjunction with other NFYFC policies such as Safeguarding, Standards of Behaviour, Anti-bullying Policy, Health and Safety Policy and Employment Policy.

Information and advertising

YFC will ensure that all information and advertising complies with the Equality Act 2010 e.g on deciding on wording and images for club shirts or designing posters for events. When providing written information to members we will consider their needs and whether any alternative measures need to be taken, for example producing the information in large print or in electronic form such as a membership form. We will ensure that the content on our website is not discriminatory and that reasonable adjustments have been made to make



sure that the website is designed to be disability compliant.

Disability

YFC works to remove barriers that young people with disabilities may face in accessing club activities and understands that clubs are able to make additional considerations to ensure disabled young people with disabilities people can participate. We do this by:

- Considering the club's meeting venues to ensure that they are accessible to young people with disabilities including the entrance, signage, communication, and toilets. It is up to the club committee to choose a suitable venue in the first instance.
- Considering the needs of potential young members with a range of disabilities or impairments, including learning disabilities.
- Considering the needs of members with additional behavioural needs e.g. ADHD or Aspergers Syndrome or other conditions.
- Working with local or national organisations, agencies including social care or educational establishments, parents, family and carers in seeking help and assistance to ensure that all reasonable adjustments have been made to enable young people to join and participate.
- Reviewing the way we do things and if we find they create barriers for members with disabilities consider how we make changes.

Health and Safety

YFC will follow the Health and Safety policy to ensure that risk assessments are carried out for all members, guests and volunteers and compliant with the Equalities Act 2010.

Club Programming

YFC's programmes and activities encourage members to develop their own self-awareness as well as an awareness of others. We do this by:

- Making members feel valued and good about themselves.
- Allowing members to input into programme planning.
- Ensuring that members have equality of access to programmes and activities.
- Recognising the range of skills and abilities of members and incorporating this into the programme of activities.
- Avoiding stereotypical images or images which could be perceived to have derogatory connotations.
- Creating an environment of mutual respect and tolerance.
- Raising awareness with members to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Having varied club programmes which explore other cultures for example the YFC Travel programme.

Training

YFC club officers and leaders will receive training to ensure they do not discriminate against people because of a protected characteristic. YFC will work with the County Federation, NFYFC and local training providers



to ensure that club officers and members are aware of their obligations. Contact your County Equality and Diversity team, county youth association or NFYFC for assistance.

Employment

Employed staff and volunteers such as club officers and club leaders will follow the NFYFC's Equal Opportunity and Dignity Policy (Appendix 1).

Using external providers

YFC will inform any external person or body providing services to us of our Equality and Diversity policy and ask that they comply with it. (we are legally responsible for their acts of discrimination, harassment and victimisation even if we do not have a formal contract with them.) For example this will include judges, speakers, trainers and producers.

Partnership with parents

- We work with parents/carers when the member joins YFC to ensure that their needs are met effectively
- We work in partnership with parents/carers to ensure that information is communicated clearly both verbally and in written form, through newsletters, notices and leaflets
- Any changes in policy are communicated with parents/carers
- We encourage parents/carers to become involved in fundraising and social events throughout the year
- YFC aims to create a warm and friendly environment where parents/carers feel able to communicate and voice their opinions freely
- We work in partnership with parents/carers to ensure that the medical, cultural and dietary needs of children are met.
- Our work is intergenerational as we work with parents/carers and advisors to support members

As a member-led organisation, we welcome the diversity of our membership as it inspires an enriched programme of activities from club to national level which ultimately leads to more exciting opportunities for the personal development of our members.

Further information

Equality Advisory and Support Service

<http://www.equalityadvisoryservice.com>

Charity Commission

<http://www.charity-commission.gov.uk>

Children's Alliance for England (CRAE)

www.crae.org.uk

Equality and Human Rights Commission

<http://www.equalityhumanrights.com>

Government Equalities Office

[https://www.gov.uk/government/organisations/government-](https://www.gov.uk/government/organisations/government-equalities-office)

[equalities-office](http://www.gov.uk/government/organisations/government-equalities-office)

Equality and Diversity Forum

<http://www.edf.org.uk>



Useful Publications

- *What is the Equality Act 2010*; Equality and Human Rights Commission updated 2017
- *Equality Act 2010: What do I need to know? A quick start guide for voluntary and community sector associations*; Government Equalities Office; Equality and Diversity Forum (2010)
- Equality and Human Rights Commission Equality Act starter kit (online modules)
- *What equality law means for your association, club or society*; Equality Human Rights Commission (Updated June 2016)
- *Your rights to equality as a member, associate member or guest of an association, club or society*. Equality Act 2010 Guidance for service users Vol 1. of 7 (2015)

We would like to thank Annie Clements and her team at Partners for Change for reading and reviewing our policy to ensure it is fit for purpose.

Adopted: XXX 2018 Review date: xxx 2020



Glossary

Discrimination Direct discrimination occurs when a person is treated less favourably than another person has been, or would be, treated because of a protected characteristic.

Duty to make reasonable adjustments

Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by (i) changing provisions, criteria or practices, (ii) altering, removing or providing a reasonable alternative means of avoiding physical features and (iii) providing auxiliary aids.

Harassment Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment. There are three types of harassment:

1. Harassment – disability, gender reassignment, race or sex this now applies to service users not just employers.
2. Sexual harassment – this includes unwanted behaviour that is sexual in nature verbal or non-verbal such as gestures, comments and sexual touching.
3. Harassment linked to rejection or submission to unwanted behaviour – this means treating a service user unfairly because the service user has rejected or submitted to unwanted sexual behaviour. The unwanted behaviour can come from the service provider or another person.

Harassment linked to religion or sexual orientation is not covered specifically but could amount to unlawful direct discrimination if the service user suffers disadvantage when compared to the treatment of other service users.

Indirect discrimination This occurs where a person applies a provision, criterion or practice in the same way to all people within the relevant group but which is such that it puts – or would put – children and young people sharing a particular protected characteristic at a particular disadvantage when compared with persons who do not share it. (Children England)

Victimisation The subjection of a person to a detriment because he or she has brought or is going to bring, or is believed to have brought or be going to bring, in good faith, proceedings under the Equality Act 2010. It can also be where a person has given evidence or information in connection with proceedings under the Act; done anything for the purposes of or in connection with the Act; or made any allegations that another person had contravened the Act. (EHRC)



Appendix 1 - Equal opportunities and dignity policy

Policy statement

The Employer undertakes that it will provide equal opportunities to all employees, or potential employees, contractors, potential contractors clients and potential clients, irrespective of their; race, ethnic origin, nationality, disability, age, sex, gender reassignment, sexuality religion or belief, pregnancy, maternity, marriage/civil partnerships, social class or part time/fixed term status. The Employer opposes all forms of unlawful, unfair, direct and indirect discrimination or any discrimination by association or perception.

General

This policy takes into account the provisions of the Equality Act 2010 (EQA 2010), the Rehabilitation of Offenders Act 1974 and the Protection from Harassment Act 1997. All employees, whether part time, full time, fixed-term or temporary, will be treated fairly and equally. This policy applies:

- Inside the workplace; and
- Outside the workplace in a work-related context, such as, business trips or work-related social events.

NFYFC will take all reasonable steps to ensure that selection for employment, promotion, training or any other benefit will be solely on the basis of aptitude and ability, having, where appropriate, considered any reasonable adjustments. The NFYFC will also take all reasonable steps to ensure a working environment in which all employees are treated with respect and dignity. This will include taking action in relation to dealing with any third parties (within the YFC community) who are found to have committed an act of improper or unlawful harassment against the Employer's employees. It is the responsibility of every employee, irrespective of role or seniority, to abide by, and take personal responsibility for the implementation of this policy. This includes:

- employees having a duty to draw to the attention of their Line Manager any suspected incidents of this policy being breached which may be or become known to the employee; and
- employees ensuring that they do not retaliate, or otherwise victimise any colleagues who have made allegations or complaints relating to a breach, or potential breach of this policy.

Any employee who fails to provide equal opportunity to any other employee or potential employee, contractor or potential contractor, client or potential client, on any of the grounds detailed above will be subject to the Employer's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal. Employees should bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts may also be guilty of a criminal offence. The Employer has Bullying / Harassment / Grievance policies that relate to this policy. These are available in the staff handbook.

Monitoring and Reviewing

Compliance with this policy will be monitored regularly and the policy itself will be reviewed regularly and amended if necessary. To ensure continuing awareness of this policy, the following steps will be taken:

- The policy will be copied to all employees prior to commencement of employment
- The induction programme will include training on the policy and how it should be implemented.



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National Federation of Young Farmers' Clubs (England and Wales)

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Registry of Friendly Societies No. 52SA Patron: HM The Queen