

KENT SHARED LIVES

Policies & Procedures

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(16) Equal Opportunities and Race Equality

It is the policy of the Kent Shared Lives to work in ways that promote equality of opportunity and anti discriminatory practice.

This policy document sets out the Equal Opportunities Policy of Shared Lives under three main headings:

1. A statement of the Shared Lives principles.
2. Shared Lives objectives.
3. Shared Lives code of practice.

1. STATEMENT OF PRINCIPLES

Shared Lives:

- Recognises that particular individuals and groups are discriminated against on the grounds of race, ethnic origin, gender, sexual orientation, culture, religion, marital status, disability or age.
- Is committed to equality of opportunity in all areas of its work and structure, and in particular will take positive action in the area of employment, Shared Lives host approval and access for individuals and their hosts.
- Will ensure that the organisation continues to reflect upon its practice in order to identify areas of inequality and work towards greater equality of opportunity
- Will challenge discrimination through positive action.
- Will seek to ensure that all the services and opportunities it offers are accessible and available to all.
- Will work to ensure that all advisory groups approved Shared Lives hosts, the approval panel, staff and terms of conditions of employment reflect the needs and interests of all people including those from minority, disadvantaged and discriminated groups.
- Will seek to ensure that managers, advisory groups, the approval panel, approved Shared Lives hosts and staff members uphold and apply these principles.

2. SHARED LIVES OBJECTIVES

Recruitment and employment practices for staff and Shared Lives hosts

Shared Lives will seek to ensure that all prospective employees and Shared Lives hosts are able to compete for positions in an equal way. Shared Lives will endeavour to make sure that applicants represent a wide cross-section of community interests. Shared Lives will monitor advertising, application, short-listing and selection procedures to ensure that they support this aim. Training, support of staff and approved hosts and conditions of service will all help to promote equality of opportunity.

Service provision

Shared Lives will seek to ensure that the services it provides are accessible to all who fall within the objects of Shared Lives and will take initiatives to promote new services where unmet need is identified.

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Use of buildings

Shared Lives will ensure that the buildings it uses, for permanent or occasional use, are designed to enable access by all people and are sensitive to people's beliefs.

Information and communication

Shared Lives will seek to ensure in publications and throughout its service provision that written and verbal information is clear and accessible, and that communication is effective. Shared Lives will take positive action to ensure clear and effective communication with all the people using its services including those who have limited communication or for whom English is not their first language. Shared Lives will seek to promote sensitivity in the use of spoken and written language.

Monitoring and evaluation

Shared Lives will seek and implement effective methods of monitoring and evaluating its Equal Opportunities policy and practices this monitoring should be sensitive to this.

3. CODES OF PRACTICE

Recruitment of hosts

Objectives

Shared Lives will seek to ensure that all prospective Shared Lives hosts are treated equally with regard to their consideration for approval by Shared Lives.

Shared Lives will endeavour to ensure that recruitment methods reach as wide a range of people as possible and that applicants represent a wide-cross section of community interests.

Shared Lives will monitor advertising, applications and assessment procedures as part of the monitoring and evaluation of its compliance with its Equal Opportunity and ace Equality policy.

Shared Lives will endeavour to ensure that the training and support offered to Shared Lives hosts and their conditions of service promote equality of opportunity.

Equality and Diversity training is mandatory for all staff and Shared Lives Hosts.

Advertising

Advertisements will be placed in as wide a range of publications and locations as possible within the limits of budgetary constraints in order to reach as many people as possible.

The wording of advertisements will make clear to applicants that Shared Lives is an equal opportunities employer and positively encourages applicants from all sections of the community.

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Adverts will be clearly written and avoid jargon.

Kent county councils strategy and statement on equality and diversity:
www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/equality-and-diversity

Leaflet: [KCC Equality and Human rights policy](#)

Leaflet: [KCC Equality and Human rights policy - Easy read](#)