

The Hitchin Churches Schools Worker Trust (PHASE) is a registered charity working with young people and children aged 5 to 19.

PHASE offers a wide range of support and activities for young people, both in local schools and through residential activities and events.

PHASE staff include paid employees and trainees working full time, and other volunteers.

Trust Statement

PHASE seeks to provide services on a fair and equitable basis, taking into account only the needs of people referred. No person requiring services from PHASE will be treated less favourably than any other person on the grounds of race, colour, nationality or ethnic origin, gender, disability, sexual orientation, educational status or religion.

PHASE will seek to employ staff representing all sections of the community it serves, provided individuals are able to carry out their work in a manner which authenticates the Christian ethos of PHASE.

PHASE will always welcome appropriate individuals from minority groups among its Trustees and employees and as trainees and volunteers.

Recruitment Procedure

PHASE will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality or ethnic origin, sexual orientation, gender, disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

PHASE will consider, seek and use the most effective ways of bringing job vacancies to the attention of persons who may otherwise be disadvantaged (e.g. advertising in the ethnic minorities press, notifying particular job centres, informing particular church networks).

All job applicants and employees will be asked to complete a form denoting their gender, race and any disabilities. PHASE undertakes that this form will not be made available to anyone involved in recruitment and selection of staff and is for the purpose of monitoring the effectiveness of its equal opportunities policy only.

Implementation

Implementation of this policy is the duty and responsibility of all PHASE employees and Trustees. A copy of the policy will be made available to each employee and a copy also given to each job applicant.

It is the intention of PHASE that no individual or organisation connected with its activities shall hinder the positive implementation of this policy. Any employee may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial discrimination or discrimination on the basis of disability then the grievance may be raised directly with the Trust Director. No individual will be penalised for raising such a grievance unless it is proved to be untrue and made in bad faith. Any complaints will be fully investigated in accordance with the procedures as laid out in the Staff Terms and Conditions. Any discrimination or harassment proven to have taken place will be regarded as gross misconduct for the purposes of disciplinary procedures.

PHASE will seek a commitment to equal opportunities on the part of any other agencies, both statutory and voluntary, with which PHASE works in partnership.

Administration

The Director, or a delegated senior member of staff if absent, is responsible for the operation of this policy and related issues and is the designated Equal Opportunities Officer.

Monitoring

To check that our equal opportunities policy is being followed, and to review any changes in legislation or good practice, we will review our policies and procedures every twelve months.

September 2009