


EQUALITY, DIVERSITY & INCLUSION POLICY

CONTENTS

Introduction	2
Purpose of the Policy	2
Our Commitment	2
Forms of Discrimination	3
Responsibilities	3
Complaints and Concerns	4
Recruitment and Volunteering	4
Disability and Reasonable Adjustments	5
Part-Time and Fixed-Term Work	5
Accessibility and Inclusion	5
Community Engagement	5
Anti-Discrimination and Safeguarding	6
Training and Development	6
Communication, Monitoring and Participation	6
Review	

Written by: Emma King General Manager	Maddy Ruzzene Trustee	Signature: 
Date Approved:	31/3/2026	Next review due: 31/3/2028
Owner: General Manager	Version: 1	

Introduction

Deen City Farm and Riding School (DCF) is committed to providing a safe, welcoming and inclusive environment where everyone is treated with dignity and respect. As a small charity serving a diverse local community, we recognise that inclusion, diversity and equality are essential to fulfilling our charitable objectives, delivering high-quality services, and maintaining trust with our beneficiaries, employees, volunteers and partners.

This policy sets out our commitment to eliminating discrimination, advancing equality of opportunity and fostering good relations between people from different backgrounds. It supports our values and provides a clear framework for inclusive practice across all areas of our work.

1. Purpose of the Policy

The purpose of this policy is to:

- Ensure that equality, diversity, and inclusion (EDI) are embedded in DCF's culture, decision-making, and day-to-day activities.
- Set out our legal and ethical responsibilities under the Equality Act 2010.
- Provide clear guidance on expected behaviours and responsibilities for everyone involved with the charity.
- Promote fair and consistent practices in recruitment, service delivery, volunteering and community engagement.
- Outline how concerns or complaints relating to discrimination or unfair treatment will be addressed.

This policy applies to all trustees, employees, volunteers, beneficiaries, contractors, partners and visitors.

2. Our Commitment

DCF is committed to:

- Creating and maintaining a welcoming, inclusive, and accessible environment where everyone feels valued and respected.
- Promoting equality, diversity, inclusion, and a sense of belonging across every aspect of the organisation.
- Treating all individuals fairly and with dignity, regardless of background or personal circumstances.
- Complying with the Equality Act 2010 and recognising the nine protected characteristics:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation

- Taking active steps to remove barriers to participation and to support those who may be disadvantaged or underrepresented.

3. Forms of Discrimination

DCF will not tolerate discrimination in any form. The following are prohibited and unlawful:

3.1 Direct Discrimination

Treating someone less favourably because of a protected characteristic. For example, refusing a volunteering opportunity because of someone's religion or sexual orientation.

3.2 Indirect Discrimination

Applying a provision, criterion, or practice that applies to everyone but puts people with a particular protected characteristic at a disadvantage, and which cannot be objectively justified.

3.3 Harassment

Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. This includes sexual harassment. Harassment is addressed further in DCF's Anti-Harassment and Bullying Policy.

3.4 Victimisation

Treating someone unfairly because they have made, supported, or intend to make a complaint about discrimination or harassment.

3.5 Disability Discrimination

This includes:

- Direct and indirect discrimination.
- Unjustified less favourable treatment because of the effects of a disability.
- Failure to make reasonable adjustments to remove or reduce disadvantages experienced by disabled people.

4. Responsibilities

4.1 Trustees and Management Team

Trustees and the management team are responsible for:

- Demonstrating leadership and commitment to equality, diversity, and inclusion.
- Ensuring this policy is implemented, communicated, and embedded within organisational strategy, policies, and practices.
- Allocating appropriate resources to support inclusive and accessible services.
- Reviewing the policy regularly and monitoring its effectiveness.

4.2 Employees and Volunteers

All employees and volunteers are expected to:

- Treat others with dignity, fairness, and respect at all times.

- Promote inclusive behaviours and challenge discrimination, bullying, or harassment where it is safe to do so.
- Not unlawfully discriminate against, harass, or victimise anyone, including colleagues, beneficiaries, visitors, suppliers, or partners.
- Comply with this policy in the workplace, during work-related activities, events, trips, and social occasions, and when representing DCF outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform).

5. Complaints and Concerns

DCF takes all complaints about discrimination or unfair treatment seriously.

- Concerns raised by employees or volunteers will be handled through the appropriate grievance or disciplinary procedures.
- Concerns raised by beneficiaries or members of the public will be addressed promptly, sensitively, and fairly.
- No individual will be treated unfavourably for raising a concern or supporting someone else's complaint.

Recruitment & Volunteering

We are committed to promoting equal opportunities in employment. All employees and volunteers will receive equal treatment regardless of any protected characteristics.

DCF is committed to equality of opportunity in employment and volunteering.

- Recruitment, selection, promotion, and redundancy decisions will be based on merit, skills, and experience, using objective criteria.
- Shortlisting and selection processes will, where possible, involve more than one person to reduce bias.
- Vacancies will be advertised widely and in a way that encourages applications from a diverse range of candidates. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- Job descriptions and advertisements will avoid discriminatory language or unnecessary requirements.
- Applicants will not be asked questions that could indicate an intention to discriminate, such as questions about pregnancy, family plans, or personal beliefs. For example, applicants must not be asked whether they are pregnant or planning to have children.
- Health or disability-related questions will only be asked in the very limited circumstances permitted by law, for example to establish reasonable adjustments or ability to perform an intrinsic part of the role, or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

A full copy of our Equal Opportunities Policy is available online.

I. Disability and Reasonable Adjustments

DCF recognises its duty to support people with disabilities.

- Employees, volunteers, and beneficiaries are encouraged to share information about a disability or health condition so that appropriate support or reasonable adjustments can be considered.
- Adjustments may include changes to physical environments, working arrangements, communication methods, or service delivery.
- Information will be handled sensitively and in line with data protection requirements.

2. Part-Time and Fixed-Term Work

Part-time and fixed-term employees and volunteers will be treated no less favourably than comparable full-time or permanent staff, unless different treatment can be objectively justified. This includes access to training, development, and opportunities, on a pro-rata basis where appropriate.

Accessibility and Inclusion

DCF is committed to improving accessibility across its site and services. We ensure our facilities, programs, and activities are accessible to all, including those with disabilities.

- The farm provides fully accessible routes, rooms, and spaces wherever possible.
- Accessible seating is available in outdoor and picnic areas.
- We aim to offer sensory-friendly sessions and inclusive educational programmes, including SEND-focused and immersive activities where possible (e.g. SEND immersive theatre)
- Clear information about accessibility is provided, and feedback is actively encouraged.
- We are committed to continuous improvement, including work to become dementia-friendly through improved signage and wayfinding.

Community Engagement

DCF works to ensure broad and inclusive community participation by:

- Collaborating with local schools, charities, and community organisations.
- Offering subsidised and low-cost activities to reduce financial barriers (e.g riding is on average 22% cheaper than competitors locally).
- Providing free sessions and maintaining free entry to the site.
- Celebrating cultural, community and awareness events to promote understanding and inclusion.

Anti-discrimination and Safeguarding

DCF has a zero-tolerance approach to discrimination, bullying, and harassment.

- Clear procedures are in place for reporting and addressing concerns.

- Safeguarding policies are in place to protect children, young people, and vulnerable adults.
- All staff and volunteers are expected to follow safeguarding procedures and complete required training.

Training and Development

To support this policy, DCF will:

- Provide induction training that covers equality, diversity, inclusion, and safeguarding.
- Offer regular training and awareness sessions appropriate to roles and responsibilities.
- Maintain Mental Health First Aiders on site to support wellbeing.

Communication, Monitoring and Participation

DCF will:

- Communicate this policy clearly and make it accessible to all.
- Use equality monitoring, surveys, and feedback to understand participation and experiences.

Use feedback constructively to improve policies, services, and practices.

Review

This policy will be reviewed every two years, or sooner if there are significant changes in legislation, organisational structure, or identified need.