



Name of Policy:	Equality and Diversity	Approved by:	JM
Version number:	02	Ratified by:	JM, HT, KBJ, DW
Date Created:	January 2018	Date:	Director's meeting 30.07.20
Date Reviewed:	July 2020	In use:	Y
Date reviewed	November 2021		
Date of next review:	November 2022	Written by:	JM

Target Audience	All stakeholders in Drum and Brass activities
Exceptions to this policy	

## **1.0 Introduction and purpose of this policy**

Drum and Brass CIC uses music to empower communities with a particular emphasis on creating safe spaces for music-making, redressing major equality imbalances in music in the UK and tapping into the benefits of music for wellbeing. The group will take action to ensure that group activities and events are open and welcoming to everybody.

Drum and Brass CIC recognises that in our society power is not held equally and that groups and individuals have been and continue to be discriminated against on many grounds including, for example, race, sex, age, disability, sexual orientation, class, religion, marital status and where they live.

Drum and Brass CIC also recognises that where direct or indirect discrimination occurs within Drum and Brass CIC, it is both morally and legally unacceptable.

The purpose of the Equality and Diversity Policy is to set out clearly and fully the positive action Drum and Brass CIC intends to take to combat direct and indirect

discrimination in the organisation, in the services it provides and in its relationships with other bodies.

In adopting this Equality and Diversity Policy, Drum and Brass CIC is also making an unequivocal commitment to implementing it, so as to ensure that equal opportunity becomes a reality.

## **2.0 Main policy content**

- Our board of directors, our staff and our project participants will represent the ethnic diversity of the communities we work in.
- We will make our meetings and events accessible to people with disabilities – e.g. online meetings via Zoom with closed captioning on, meet in accessible premises, provide sign language interpreters when necessary and produce information in large print.
- We will use local and online training opportunities to help our committee and members better understand how discrimination occurs and how to prevent it.
- All members of Drum and Brass CIC will have the Equality and Diversity Policy explained to them, and will undertake to comply with and implement this policy.
- Drum and Brass will ensure that no employee, sessional staff member, applicant, or user of its services shall receive less favourable treatment than any other, on the grounds of the Protected Characteristics. The Protected Characteristics are detailed in the Equality Act 2010 (Ref 1) and are as follows;
- 1. Age; 2. Disability; 3. Gender reassignment; 4. Marriage and civil partnership; 5. Pregnancy and maternity; 6. Race; 7. Religion or belief; 8. Sex; 9. Sexual orientation will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, gender reassignment, disability and/or age.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology which is derogatory to someone with a disability.
- Incidents of harassment will be taken seriously.

## **3. Management Structure**

- Members who have experienced discrimination can make complaints to the named safeguarding officer - Davina Wilson. If the Safe-guarding Officer is unable to resolve the complaint, it will be referred to the Board of Directors.
- The Board of Directors will take complaints of discrimination and harassment very seriously.
- They will investigate them thoroughly, and provide opportunities for the person making the complaint to speak in a safe environment about their experience.
- If the complaint is against a particular individual, the committee will hear their point of view.

- The Directors will decide the action to take based on the principle of restoring the inclusion and safety of any member who has experienced discrimination or harassment.
- Any decision to terminate someone's membership will be made in line with the rules set out in the constitution (Articles of Association).

## Recruitment

- Drum + Brass is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Drum + Brass actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates.
- Drum + Brass selects all candidates for interview based on their skills, qualifications and experience. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Drum + Brass complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly
- Drum + Brass undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Drum + Brass can only ask an individual to provide details of convictions and cautions that Drum + Brass are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Drum + Brass can only ask an individual about convictions and cautions that are not protected
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- Drum + Brass ensures that all those in Drum + Brass who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences (Level 3 Safeguarding Training)
- Drum + Brass also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 (Level 3 Safeguarding Training)
- At interview, or in a separate discussion, Drum + Brass ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Drum + Brass makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request
- Drum + Brass undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

#### 4.0 **Resources**

#### **Review**