

Kids in Museums Equality, Diversity and Inclusion Policy

Updated September 2023

Scope of policy

Kids in Museums exists to promote equitable access to museums for all children, young people and families. We want all children, young people and families to be able to get the most out of everything museums and heritage sites have to offer. Through this work, we hope to make society fairer and tackle all forms of inequality and discrimination.

This policy outlines our commitment to equality, diversity and inclusion in employment, volunteering, online engagement, the delivery of our programmes and training and consultancy, as well as avoiding all aspects of unlawful discrimination.

We aim to promote an inclusive working, volunteering and online environment where everyone is treated with dignity and respect and that is free from bullying and harassment. There is a separate policy and procedure for handling bullying and harassment outlined in our Staff Handbook. Additionally, there is a code of conduct for online behaviour for staff, volunteers and Trustees.

Employees are always expected to abide by this policy and any behaviour in contravention of this policy will be treated very seriously in line with the Kids in Museums disciplinary process outlined in the Staff Handbook. Although volunteers are not covered by the law in this area, Kids in Museums will extend the requirements and protections of this policy to them.

Definitions

Equality – a commitment to ensuring everyone involved with Kids in Museums has access to the same opportunities, programmes and services.

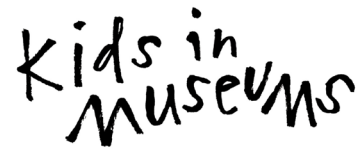
Diversity – valuing the differences between everyone engaged with Kids in Museums online and in person and avoiding discrimination because of difference. We want to create a working environment where everyone's talents and opinions are fully valued and utilised to strengthen our work.

Inclusion – creating a safe and welcoming environment for everyone engaged with Kids in Museums online and in person. Kids in Museums is committed to promoting spaces where everyone feels comfortable and welcomed.

The law

It is unlawful to discriminate in recruitment or employment based on a 'protected characteristic'. These are defined in the Equality Act 2010 as:

- Age
- Disability
- Sex
- Gender reassignment
- Pregnancy



- Maternity
- Race (including colour, nationality, caste and ethnic or national origins)
- Sexual orientation
- Religion or belief (including gender critical views)
- Because someone is married or in a civil partnership.

We extend these protections to everyone involved with Kids in Museums.

In addition to avoiding discrimination based on protected characteristics defined in law, Kids in Museums will also avoid discrimination on the basis of social class or background in all of its activities.

Kids in Museums is committed to creating and implementing systems and processes across all of its activities that are designed to avoid discrimination on the basis of any of the protected characteristics and social class.

Examples of areas where discrimination could occur include recruitment, pay and benefits, parental leave and redundancy. Discrimination after employment, for example refusing to provide a reference based on a protected characteristic may also be unlawful.

It is also unlawful to discriminate against a member of the public who is taking part in a Kids in Museums' programme or to fail to make reasonable adjustments to overcome barriers to participating in one of our programmes because of a disability. An example of this could be to refuse to provide closed captioning or a BSL interpreter for a training session.

Types of discrimination

Direct discrimination – Where a person is treated less favourably than another because of a protected characteristic, the perception they have a protected characteristic or an association with a protected characteristic.

An example would be using the excuse of persistent lateness to dismiss a Black British employee while a White employee who is also persistently late is allowed to remain in post.

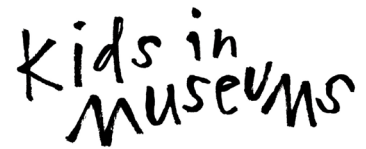
Note there are certain very restricted circumstances where this type of discrimination may be legal. An example of this could be if there is an occupational requirement that is core to the role such as a Women's Refuge wanting to appoint female only staff.

Indirect discrimination – Putting in place a rule or policy that has a worse impact on someone with a protected characteristic than someone without one, that cannot be objectively justified.

An example of this could be a rule which enforces a minimum height requirement for a role where there is no reason for a person to be of a certain height. This is likely to disadvantage women who have a shorter average height than men.

Harassment – Unwarranted attention in relation to a protected characteristic (other than marriage, civil partnership, pregnancy and maternity) that creates a hostile, degrading or offensive environment. It does not matter whether this effect was intended by the person responsible for the conduct.

An example of this could be making derogatory comments based on a person's race.



Associative discrimination – Where someone is discriminated against because of a close association with someone with a protective characteristic such as the parent of a disabled child.

An example of this could be selecting a person for redundancy because they have a disabled child, and you assume that they need more time to care for them.

Perceptive discrimination – Where the person being discriminated against or harassed does not have a protected characteristic but is perceived to do so.

An example of this could be an employee refuses to work with someone who they perceive to be transgender.

Victimisation – Someone is treated unfavourably because they have taken some action in relation to the Equality Act. An employee is not protected by victimisation if they have acted maliciously or made an unfounded complaint.

An example could be a staff member or volunteer being ignored by their line manager as a result of a claim made about discrimination.

Third-party harassment – When an employee is harassed by a service user or member of the public during their day-to-day work activities due to a protected characteristic.

Failure to make reasonable adjustments – Where a policy or way of doing something has a worse impact on someone with a protected characteristic and an employer fails to make reasonable adjustments to overcome the disadvantage.

Kids in Museums will ensure that no staff member, Trustee or volunteer is treated less favourably because of any complaint they make about discrimination related to one of the protected characteristics or social class.

Implementing the policy

Kids in Museums has a zero-tolerance approach to discrimination, harassment and victimisation. As described below, we have systems and processes in place to avoid these things in all aspects of our work. We review these regularly and are always striving to improve them.

We encourage and support all staff, volunteers and Trustees to challenge discrimination, harassment and victimisation wherever they see it.

Employment

Kids in Museums will avoid unlawful discrimination in all aspects of employment, including recruitment, job advertising, opportunities for training, opportunities for promotion, pay and benefits, disciplinary action and selection for redundancy.

As an organisation, it is our aim to have a workforce and Board of Trustees that includes people from backgrounds currently underrepresented in museum and heritage audiences.



a) Recruitment

Kids in Museums aims to operate recruitment processes that offer equality of opportunity and the value diversity. Our recruitment processes will always include:

- Job descriptions that avoid unnecessary requirements (those not related to effective performance).
- Job descriptions that provide clear instructions to the candidate about all aspects of the recruitment process.
- Reasonable adjustments at all stages of the recruitment process.
- Not closing roles before the advertised closing date.
- Targeting advertising to encourage the widest range of applicants.
- Benchmarking monitoring data against national figures for the culture sector to understand our progress in attracting more diverse candidates.
- Working to increase the diversity of recruitment panels.
- Providing interview questions to all candidates in advance of interview.
- Providing feedback to all candidates in a recruitment process.

We will ensure that everyone involved in recruitment has the appropriate training and competencies as an assessor and interviewer. We will provide all necessary information about equal opportunities to those involved in any recruitment process to avoid any kind of discrimination.

Please see our recruitment Policy for further details.

b) Support for employees:

Kids in Museums is committed to creating a safe and welcoming work environment which values diversity and supports employee wellbeing.

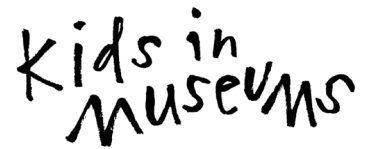
- An annual staff survey to enable staff to give anonymous feedback about their workplace and working environment.
- All staff are given a Trustee buddy, so they have a route to seek help if they do not wish to give feedback to their line manager.
- A staff member is trained as a Mental Health First Aider.
- All staff are allocated budget for development and training and events are discussed at annual reviews. Time is often not available for this, so this needs to be a higher priority.
- Regular wellbeing activities.

The Kids in Museums policies on flexible and hybrid working should be read alongside this policy.

Service users, suppliers and others

It is important to our charity that our offer to the museum sector is as inclusive and diverse as possible. This will be a consideration in:

- Planning content and presenters/ authors for training and online resources.
- Reviewing and writing future iterations of our Manifesto.
- Judging the Family Friendly Museum Award.



- Promoting participation in Takeover Day and Digital Takeover Day.

Our offer is designed to increase the diversity of the museum audience, with a focus on groups of children, young people and families who are currently underrepresented. We will use national statistics to direct our efforts to plan programming that meets these aims for the museums and heritage sector. We will review our priorities in relation to this data annually.

Our current priority audiences for our programmes are:

- Those from minority ethnic backgrounds.
- Those who identify as D/deaf or disabled.
- Those from lower socio-economic backgrounds.
- Those from LGBTQIA+ backgrounds.

We are working to set targets to monitor how well our programming is supporting the engagement of those audiences in museums.

For training and public events, we will always have:

- A code of conduct and information about access to additional support.
- Trigger warnings on content where required.

On social media, we strive to be positive and supportive. We do not tolerate bullying, harassment, hateful speech or any other inappropriate conduct. We will use the tools available to us on social media accounts to report and block accounts that we feel do not meet our standards around equality, diversity and inclusion.

Within this context, we will always support the expression of a range of views at events and online as long as these views and their expression are not discriminatory, bullying or harassment. It is important to us that all our service users are treated with dignity and respect and that we create a community around our work that values difference.

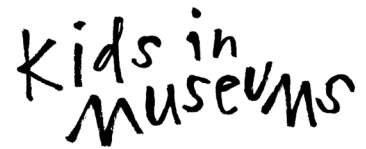
If you witness bullying or harassment by a service user either in person or online or supplier, you should report the incident to your line manager.

Staff responsibilities

All staff are required to support the organisational commitment to equality, diversity and inclusion, support an inclusive working environment and take all necessary action to avoid unlawful discrimination. All staff are required to make an annual commitment in this area as part of our appraisal process.

An introduction to our Equality, Diversity and Inclusion Policy is included in the induction for all new staff. We will also provide training for the team every two years and ensure this matter is regularly discussed at Team Meetings. If you are unsure about the relationship between any aspects of your role and this policy, please refer the question to the Executive Director who will provide additional information.

If you feel that you are being discriminated against because of a protected characteristic or your class or social background, you should report your concerns to your line manager or the Executive Director. If



you wish to make a complaint against the Executive Director, this should be made to the Chair of Trustees.

All complaints will be addressed in line with the Kids in Museums grievance procedure outlined in the staff handbook. We take all complaints seriously and you will not be penalised for raising a grievance, including if the complaint is upheld. The only exception to this is if your complaint is untrue and made in bad faith.

How to make a complaint

If you witness any behaviour you believe to be bullying or harassment in the workplace, you should report the incident to your line manager or the Executive Director. It will then be handled according to the policies in the Kids in Museums Staff Handbook about discrimination and harassment. If your complaint is against the Executive Director, it should be made to the Chair of Trustees.

Acts of discrimination, bullying and harassment will be dealt with in line with the Kids in Museums disciplinary procedure. As such they could be seen to constitute gross misconduct and result in dismissal.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Personal Liability

Employees who commit serious acts of harassment may be guilty of a criminal offence. Any behaviour of this level of severity will be treated in accordance with the appropriate law.

Equal Opportunities Monitoring

As part of our grant agreement with Arts Council England, we are required to collect certain Equal Opportunities monitoring data about our staff and Trustees. Data collection for this purpose will be in line with the charity's Data Protection Policy which meets GDPR requirements.

Policy Review

This policy will be reviewed every two years to ensure it is compliant with relevant legislation.