

## National Association for Environmental Education (UK)

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### NAEE Equality, Equal Opportunities and Safeguarding Policy

#### 1. Aim

Our aim is that NAEE will be representative of all sections of society and that everyone associated with us feels respected and able to give of their best. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all associated with our work.

NAEE recognises that discrimination, victimisation and exploitation and bullying are unacceptable and that it is in the interests of the charity to utilise the skills of everyone who works with us in NAEE. We aim to ensure that no officer, trustee, volunteer, employee or applicant receives less favourable treatment or facilities (either directly or indirectly) in recruitment or involvement/employment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation [the 2010 Equality Act's protected characteristics].

All officers, trustees, volunteers and employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection will be on the basis of aptitude, experience and ability. All associated with us will be helped and encouraged to develop their full potential and the talents and resources of all those involved will be fully utilised to maximise the efficiency and effectiveness of the charity. We shall not discriminate directly or indirectly against, or harass, anyone who works for us, or with whom we work, in the provision of the charity's goods and services.

This policy and any associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any government departments, and any other statutory bodies.

#### 2. Commitment

Our commitment is:

- to create a working environment in which individual differences and the contributions of all who work with us are recognised and valued.
- that everyone working with us is entitled to a working environment that promotes dignity and respect to all.
- that no form of intimidation, bullying or harassment will be tolerated.
- to ensure that appropriate training and development opportunities are available to everyone.
- to promote equality within the charity which we believe is good management practice and makes sound organisational sense.
- to regularly review all our working practices and procedures to ensure fairness.
- that any breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

#### 3. Responsibility

Responsibility for ensuring the effective implementation and operation of the arrangements ultimately rests with the Board of Trustees; in practice, however, they are devolved to the Executive Director for management and monitoring. The Executive Director will ensure that everyone operates within this policy, and that all reasonable and practical steps are taken to avoid discrimination. The Trustee Board will be responsible for monitoring the operation of the policy, and the Executive Director will ensure that:

- all trustees and officers are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible, and that proper records are maintained.

Responsibility for ensuring that there is no unlawful discrimination is shared by all who work within the charity, and this approach is crucial to the successful operation of fair practice.

In particular, everyone should:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass or intimidate other people who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
- inform any trustee if they become aware of any discriminatory practice.

Anyone has a right to pursue a complaint concerning discrimination or victimisation which are seen as disciplinary offences.

#### **4. Other people**

Third-party harassment occurs where anyone is harassed in relation to a protected characteristic, by third parties such as clients or customers. The charity will not tolerate such actions and the individual concerned should inform the Executive Director at once if this occurs. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

#### **5. Disabled people**

The charity attaches particular importance to the needs of people with disabilities. Under the terms of this policy, trustees are required to:

- make reasonable adjustment to maintain the services of anyone who becomes disabled, for example, training, provision of special equipment, reduced commitment, seeking advice on the availability of advice and guidance from external agencies to maintain people with disabilities in the workplace;
- include people with disabilities in training/development programmes;
- give full and proper consideration to people with disabilities who apply for positions, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

#### **6. Safeguarding**

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring, especially in relation to protecting vulnerable adults and young people from that harm; and to responding appropriately when harm does occur. NAEF believes that no one should experience abuse of any kind either in person, in writing or digitally. Because our work focuses on schools, we have a particular commitment to promoting the welfare of all children and young people. We are committed to reducing risk connected to all safeguarding and child protection. We recognise that the welfare of children and young people is paramount in all the work we do and in the decisions we take, and that all children and young people have an equal right to protection from all types of harm or abuse.

NAEF's work has a focus on young people in the following ways:

- Its support for schools and teachers whose main focus is educating young people and/or vulnerable adults
- Its work with like-minded organisations that in turn work directly with young people and/or vulnerable adults
- Its publications (journal / blogs / articles) where young people are contributing authors

None of these involve direct personal contact with young people and/or vulnerable adults. For example, we do not teach (or in any other sense work with) young people and/or vulnerable adults through the Kenrick bursary programme or directly in schools, or in any of the external programmes we sponsor or fund. Our responsibility here is to ensure that the organisations we do work with have appropriate, up-to-date safeguarding policies and practices in place. It is the role of the executive director to satisfy themselves that this is so.

In relation to publishing, although there is no direct personal contact, there is inevitably contact by phone, email, Twitter, SMS, WhatsApp, etc., as invitations have to be extended and discussions held. This opens up

the possibility for grooming or cyber-bullying to occur. NAEF seeks to eliminate this eventuality through its recruitment and training programmes as arranged by the executive director.

**7. Review**

As all policies have a bearing on equality of opportunity, all the charity’s policies will be regularly reviewed for the presence of discriminatory elements. The effectiveness of this policy, and of any associated arrangements, will be reviewed every two years by the Board of Trustees.

**8. Image Use**

This policy needs to be read in conjunction with the Association’s Image Use policy.

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**Updated at Trustee Board 29 on July 29<sup>th</sup> 2022**