

Equality and Diversity Policy

Aims

Poppleton Community Railway Nursery is open to anybody with an interest in taking part in the Nursery's activities and operations. We aim to create a safe and secure space with an atmosphere of friendship, respect and care for each other.

We aim to treat everyone equally, regardless of their age, disability, gender reassignment, socio-economic background, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Everyone should be aware of the policy and play their part in ensuring the Nursery adheres to it, although ultimate responsibility rests with the Management Committee.

Accessibility

The Nursery aims to create an accessible environment for everybody. However, it is recognised that it is a historic site and operates within the context of sympathetic restoration of its facilities, being the last remaining Railway Nursery in the UK. Any new development of the site always takes into account accessibility requirements wherever possible, but some areas (eg historic sunken greenhouses) will remain inaccessible to wheelchair users and those who find steps difficult.

It is also mindful that many users attend the Nursery to maintain and improve positive mental health and a friendly atmosphere and environment is encouraged to welcome these volunteers.

The Nursery is committed to working towards eliminating all forms of discrimination through its own work, volunteering policies and practices. It actively looks for opportunities to combat discrimination and increase accessibility for all.

The Nursery aims to be accessible to all in the following ways:

- Recruitment and selection. All vacancies are widely publicised to encourage the widest possible response. Information given to potential applicants includes details of Equality and Diversity.
- An assessment of the needs of new volunteers. The nursery aims to cater for everyone, including disabled people, subject to the physical limitations of the site. Some volunteers with disabilities may need to be accompanied by a carer. Seated and indoor tasks are always arranged for those who prefer.
- Volunteers are entitled to support and supervision to help achieve their potential. Induction training is given to all volunteers and management

committee members. Where other training requirements are identified every effort will be made to ensure that training is provided.

- A quiet space with seating and tables for those who want to take time out in their own space is available on site.
- Open Days are made accessible by stocking a wide selection of plants in the 'sales area' which is on level ground outdoors and accessible to everyone. Teas and coffees are also served at outdoor seating (sheltered by gazebos in poor weather).
- Volunteers are on hand to help visitors at Open Days, fetching plants from difficult to reach areas as required.
- Social events are held outdoors and all members and volunteers are welcome. Charges for these events are by voluntary donation so that no-one is excluded on the basis of income.
- All new build projects take into account accessibility requirements wherever possible, for example the new accessible toilets.
- Publicity around Open Days and events is through printed leaflets and posters as well as emailed Customer Newsletters and social media.
- Members' Newsletters are sent by email, but where a Member does not have computer facilities then a copy is printed out for collection or posted.
- Large print format of leaflets and Members' Newsletters are available on request.
- The Nursery Committee is always open to suggestions for improvements to accessibility by anyone and these are discussed at Committee Meetings.
- Carers of volunteers who can only attend with a carer need to become members but will have their membership fee waived.
- Complaints. A notice is displayed in the reception area giving details of how a complaint may be made **and the nursery's Complaints Procedure**.
- Regular monitoring and reviews of procedures will be reviewed at Committee meetings to review the Nursery's equality and diversity, and make any changes to operations and practices as required.
- All volunteers will have this Policy explained to them and will have the opportunity to ask questions and make suggestions.

Diversity

The Nursery is open to anyone over the age of 16 years.

We aim to organise a range of events and activities to suit the interests and meet the needs of volunteers and are open to new ideas to promote opportunities for volunteers to share their cultural heritage with one another.

Inclusion and respect

Everyone attending the Nursery should be made to feel equally welcome and included at all sessions, meetings and events. Committee Meetings are open to anyone who feels they can contribute.

Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and the Nursery has its own separate Anti-Harassment and Bullying Policy.

Dealing with discrimination, harassment and bullying

Please see the Nursery Anti-Harassment and Bullying Policy and Complaints Procedure.

Review date: May 2023