



MAGIC ME EQUAL OPPORTUNITIES POLICY

Magic Me runs arts education projects which link children and young people with older people in their local community, for mutual enjoyment, benefit and learning.

Magic Me intends to comply with its statutory obligations and therefore this policy reflects the provisions of current legislation. Magic Me reserves the right to amend this policy to reflect the provisions of any new legislation as applicable.

Magic Me will abide by the requirements of the Race Relation Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, The Sex Discrimination (Gender Reassignment) Regulations 1999, and The Employment Equality (Sexual Orientation) Regulation 2003.

This policy shall apply to volunteers, artists, staff, Trustees and contractors working at/with Magic Me. They are both protected and bound by it.

If you have any questions or concerns about any aspect of this Policy, or Magic Me in relation to this Policy, please talk to the person who supervises your volunteering or work.

You may also talk to Susan Langford, Director on 020 3222 6064 or susanlangford@magicme.co.uk

1. AIMS AND PHILOSOPHY

Magic Me (UK) was formed in 1989. It's stated charitable aim is:

- To promote, maintain, improve and advance the education of children and adults towards a better understanding of ageing and the needs of elderly people and methods by which those needs may best be met.

At the heart of Magic Me is the basic premise that all people are individuals, with a capacity for growth and change wherever they are within the natural process of living, ageing and dying. We work therefore to challenge notions of 'normal' which categorise us by age, gender, ethnicity, disability, physical appearance, etc. Continued training and reflection by staff, artists, volunteers and participants are a central part of Magic Me's approach.

Magic Me is committed as an organisation to the principles of equal opportunities. The aim of this policy is to ensure that no participant, job applicant or employee is discriminated against on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union activity, disability, religious belief or is disadvantaged by provisions, criteria or practices which cannot be shown to be justifiable.

2. CODE OF PRACTICE

The Code of Practice covers three areas within the work: management, employment, and working practices. It is designed to make these policies more explicit and effective.

A The Trustees

All the Trustees will be made aware of the Equal Opportunities Policy. Magic Me will work towards ensuring different groups, in terms of gender, ethnicity and age are represented at management level.

B Recruitment and Selection of Staff

In order that the equal opportunities commitment be upheld, Magic Me will keep selection criteria under review to ensure that individuals are selected on the basis of their relevant merits and abilities.

Employees and core staff All vacancies will be advertised in appropriate publications in order to attract applications from across the community including under-represented groups.

The short listing and interviewing panels will consist wherever possible of the same people. We will aim to have a panel of people diverse in terms of gender, age and ethnicity with relevant skills, knowledge and experience.

Freelance project workers and artists and consultants

A system of dealing with enquiries from potential artists will be maintained to record their details and notify them of recruitment and training opportunities as these arise.

Recruitment of freelance artists will be widely advertised in appropriate publications and through community and arts networks. The selection of freelance artists will include seeing them 'in action' running workshop activities etc in addition to written applications.

C Recruitment and Selection of Volunteers

Volunteer roles will be widely advertised through appropriate networks for the skills required eg. arts, volunteering and other local or national websites, VATH (Volunteer Action Tower Hamlets) and other agencies. A shortlisting and interview process will be undertaken, appropriate to the role in question and the number of volunteers needed.

Expenses to cover the costs of volunteering, for example reasonable lunch costs, travel to and from home, phone calls made, will be paid on a daily basis in cash so as not to exclude people for financial reasons. Volunteers will have a named supervisor who will support and encourage them in their role.

Where one is required, the Criminal Record Bureau process will be handled sensitively and in a timely way so as not to put off potential volunteers, whilst ensuring that safe and correct practice is maintained.

D Working practices

Within the day-to-day running of the programme, there are constant decisions to be made concerning equality and access. Members of staff and artists are encouraged to be alert to the need for re-assessment and adaptation in the light of the changing and special needs of those with whom they work. They are encouraged to ask if they feel uncertain of dealing with a problem themselves and where necessary issues are taken to a staff or Trustees meeting for further discussion. In this way issues of equality are regular topics of discussion within Magic Me.

3. IMPLEMENTATION

Both the Trustees and staff will undertake regular discussion of the Equal Opportunities Policy with the intention of constantly monitoring our policy and its implementation. Current areas of concern are:

A Recruiting a balanced team of staff and artists

Magic Me recognises that its current staff and freelance team do not reflect the communities with which it works. We are actively working to recruit more male artists and more artists from local ethnic minority communities, particularly Bangladeshi artists.

Within the past three years we have deliberately and successfully recruited a more diverse Trustees group in terms of age, ethnicity and gender, working with local partners to do this.

Within Magic Me's 3 Year Plan 2010/13 we will design and implement a practical strategy to recruit and retain artists and staff from these target groups. This will include working with partner arts and cultural organisations when recruiting, in order to reach different networks.

B The changing demography of the area

Whilst setting up projects it is important to be aware of the differing cultural balances within care homes for older people and schools. Care homes are only now beginning to reflect the communities they serve, whilst schools are often the first of the institutions to do this. For example a school's intake may be almost 100% from the Bangladeshi community, whilst a care home in the same area may have no Bangladeshi residents at all.

It is crucial that in such a situation the potential for discrimination is recognised and that the training and preparation with both groups acknowledges this. Magic Me will work closely with staff at both venues in setting up and monitoring each project to anticipate, identify and challenge any discriminatory behaviour.

C Frail elders and those with dementia

An increasing percentage of elders using care services have dementia or are physically frail and currently have limited access to arts, education or leisure opportunities. Magic Me is concerned to provide opportunities for these elders, designing appropriate activities and preparing our staff and artists to work with them in appropriate ways.

Our research project *Getting Everybody Included* (2001) detailed the complexities and challenges of working with people with dementia and the health care staff who work with them. We continue to explore this field and develop further project work to build on this good start. Specific training on working with people with dementia is part of our Continuing Professional Development programme for artists and will be provided for volunteers working with this client group.

D Celebrating diversity

Magic Me brings diverse groups together in an exciting but safe environment. Intergenerational projects deliberately invite people to participate, knowing they will be different, in age at least, to 50% of those who take part. We will continue to explore ways of using the opportunity this provides, to establish contact and an exchange between people from different backgrounds and experiences.

Last reviewed by the Trustees

date January 2012

Next review of this policy

date July 2016

**MAGIC ME
EQUAL OPPORTUNITIES POLICY**

I have read, understood and agree to abide by this policy

Name

Signed

Date

Please sign this sheet and your own copy of the policy.
Return this sheet only to Magic Me and keep this policy to refer to.

It is important that we are alert to the issues discussed in the policy. Please contact Susan Langford on 020 3222 6064 with any concerns, comments or suggestions relating to this policy.