Step and Learn Conductive Education

Registered Charity No: 1148686 / Company Limited by Guarantee: 07564050

Equal Opportunities Policy

Updated January 2026

Approved By	**Chair of Trustees**
Signed	
Dated	**15th January 2026**

Introduction

This policy should be read in conjunction with other related and relevant policies of Step and Learn.

It meets the need to set out how Step and Learn will afford equal opportunities to service users, their families, staff employed by the charity and volunteers.

Step and Learn recognises that children with movement disorders do not always enjoy equal opportunities with their peers in society. Therefore we strive to eliminate any discrimination within our organisation.

Decisions made on eligibility and placements will be made regardless of a child's / their family's race, religion, sex, gender identity or any other protected characteristic.

Step and Learn is a rights respecting organisation.

Step and Learn recognises the distinctive contribution which can be made by people of varying backgrounds and experience. Through the equal opportunities policy we aim to benefit from difference and diversity within the organisation.

Whilst working for Step and Learn, staff and volunteers will enjoy equality of opportunity and will not be treated disadvantageously based on any protected characteristics.

The Chair of Trustees will have overall responsibility for monitoring performance in relation to this policy.

This policy will be continuously reviewed and updated as necessary.

We encourage the use of our Complaints Procedure where any party feels they have been unfairly treated.

Equal opportunities for service users

Every child and family who comes into contact with Step and Learn will be treated without prejudice and with respect, regardless of any protected characteristic.

In our pursuit of equality of opportunity for all, we will:

- Remove organisational and physical barriers that would prevent access to our services.
- Provide information to our families in accessible formats and offer one to one discussion where required.
- Be sensitive to the individual needs of both the children attending and their families, making reasonable adjustments where needed.
- Provide individual programs for each child attending, tailored to their abilities, but with the overall goal of increasing independence for every child.
- Apply our policies and procedures fairly and equally.
- Support each child's right to control his or her own life and offer opportunities for them to make decisions within each session.
- Not be influenced by donations made by families / time volunteered by families when considering placements and opportunities offered.
- Have a zero-tolerance approach to abuse or harassment within the setting.

Equal opportunities for staff and volunteers

Every member of staff and volunteer at Step and Learn will be treated without prejudice and with respect, regardless of any protected characteristic.

Additionally, paid roles at Step and Learn will be subject to a fair selection process and candidates will be promoted based solely on their ability to do the required role.

In our pursuit of equality of opportunity for all, we will:

- Ensure all staff are recruited, appointed and employed in accordance with all relevant legislation and best practice.
- Ensure all staff roles are governed by a job description setting out their roles and responsibilities.
- Offer regular training and continuing professional development opportunities to all staff.
- Offer appropriate guidance for new trustees and ensure they are aware of Charity Commission guidelines available online.
- Ensure all staff and volunteers are aware of Step and Learn's policies and procedures.
- Hold staff and trustee meetings at times agreed by the majority to be suitable and providing minutes of meetings promptly for all to see.
- Have a zero-tolerance approach to abuse or harassment within the setting.