

Pathhead Christian Outreach Equality and Diversity Policy

Aims

The Café operated by Pathhead Christian Outreach is open to everyone in our community.

We aim to have an atmosphere of friendship, respect and care for each other. In particular, we aim to treat every person equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Accessibility

All our meetings and events are held in venues that are accessible to wheelchair users. We have a hearing loop system available should any committee member require to access this resource for committee meetings.

Inclusion and respect

Every staff member and person involved with or accessing the service provided by Pathhead Christian Outreach should be made to feel equally welcome and included.

Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place within the sphere of activity of Pathhead Christian Outreach.

Dealing with discrimination and harassment

Any complaint brought to the attention of the committee will be dealt with respectfully.

The committee will investigate the complaint, listening to all parties concerned. [If the complaint is against a committee member, that member will not be part of conducting the investigation].

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.

If a complaint is against the committee as a whole and substantiated, the committee must work to ensure that such discrimination is not repeated in the future and must inform the members of how they propose to do this.

Health and Safety Policy

It is the general policy of Pathhead Parish Christian Outreach to provide adequate control of the health and safety risks arising from our activities:

- We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all staff and volunteers.
- We will provide such information, training and supervision as is needed for this purpose.
- We will ensure safe handling and use of hazardous substances, in line with current statutory directives.
- We will ensure that all volunteers are competent to do their tasks and give them adequate training.
- The welfare of our staff, volunteers and patrons is central to all our work.
- Our policies and procedures in relation to safeguarding are displayed within our buildings. These are outlined in The Church of Scotland Child Protection and Safeguarding Policy which is available for inspection.

This policy is reviewed regularly by the Kirk Session under the authority of The Church of Scotland.

Responsibilities

All staff and volunteers have a duty to:

- co-operate with the committee on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- use equipment correctly in accordance with training and instructions
- report all health and safety concerns to an appropriate person.

First aid and accidents

- The First Aid Box is situated in the Church Office.
- Persons within Pathhead Parish Christian Outreach will hold certification to attend to matters pertaining to First Aid.
- All accidents are to be recorded in the Accident Book. The book is located in the first aid box.