

EQUALITY & DIVERSITY POLICY FOR KITCHEN JAM



Last reviewed 20/09/2025

1. PURPOSE

This policy establishes Kitchen Jam's commitment to promoting equality of opportunity in all aspects of our work. We aim to create an environment where every individual has the chance to succeed based on their abilities and efforts.

2. SCOPE

This policy applies to all staff, volunteers, students, and other stakeholders involved with Kitchen Jam. It covers interactions, programs, and decisions made within the organisation.

3. POLICY STATEMENT

Kitchen Jam is committed to:

- **Fair Opportunities:** Providing equal access to opportunities, resources, and support for all.
- **Respect and Inclusion:** Treating each individual with respect, valuing their unique contributions, and fostering an inclusive atmosphere.
- **Impartial Decisions:** Ensuring that all hiring, evaluation, and support decisions are based solely on merit and aligned with the principles of equal opportunity.

4. PRINCIPLES OF EQUALITY OF OPPORTUNITY

- **Non-Discrimination:** We do not tolerate discrimination based on age, disability, gender, race, religion, sexual orientation, or socioeconomic background.
- **Merit-Based Approach:** Decisions are based on individual qualifications, performance, and dedication to our values.
- **Consistency and Fairness:** Equal access to opportunities is a core principle in all interactions, ensuring everyone is given a fair chance

5. PRACTICAL APPLICATIONS OF EQUALITY OF OPPORTUNITY AT KITCHEN JAM

To ensure that all students and staff have a fair chance to succeed, Kitchen Jam applies the principles of equality of opportunity in various ways:

- **Admissions and Access to Lessons:** We maintain a fair admissions process based on commitment and potential, with accommodations provided as needed.
- **Teaching and Learning:** Our curriculum reflects diverse musical perspectives, with individualised support to meet each student's learning needs.
- **Hiring and Staff Development:** Recruitment is merit-based, and all staff members have equal access to professional development opportunities.
- **Assessment and Feedback:** All assessments are based on clear, objective criteria, ensuring that feedback is fair and constructive.
- **Extracurricular Opportunities:** Performance and scholarship opportunities are available to all eligible students based on readiness and effort.
- **Student Support and Wellbeing:** We offer inclusive support services for mental health and career guidance, fostering a respectful and supportive environment.

6. ROLES AND RESPONSIBILITIES

- **All Staff:** Expected to uphold the principles of this policy, promoting equality of opportunity in all actions and interactions.
- **Leadership:** Ensures policies are followed and addresses any issues relating to equality and fairness as they arise

7. TRAINING AND AWARENESS

- **Basic Refresher Training:** Given our small team, all staff members will complete a basic refresher on equality and diversity annually. This includes reviewing core concepts of equality of opportunity and understanding our shared responsibility to promote inclusivity

8. GRIEVANCE AND REPORTING PROCEDURES

- **Reporting Concerns:** Staff, students, or stakeholders who feel they have experienced unfair treatment can raise concerns through our standard complaints process. All concerns will be handled promptly, fairly, and confidentially.
- **Investigation and Resolution:** Leadership will address any grievances impartially and take appropriate actions as necessary.

9. MONITORING AND REVIEW

This policy will be reviewed annually to ensure it remains relevant and effective in promoting an environment based on equality of opportunity.

10. CONTACT INFORMATION

For inquiries or concerns related to equality and diversity, contact:

- **Equality Representative:** Darryl Powis
- **Email:** darryl@kitchenjam.com
- **Office Address:** Kitchen Jam, 8-10 Penny Brookes Street, E20 1BN