



Kingdom Abuse Survivors Project
Supporting Survivors of Childhood Sexual
Abuse in Fife

Equal Opportunities Policy Objectives & Action Points

The Project Manager will have overall responsibility in ensuring that the objectives and action points outlined below are upheld and that progress in achieving them is monitored.

Responsibility for each area will be delegated to the appropriate person or sub group and meetings will be held regularly with the Project Manager to review progress made, identify gaps and establish strategies to address these gaps.

1. Provide a meeting space that is all embracing.

2. Ensure that information services are equally accessible, up to date and comprehensive.
 - Books, leaflets etc. will be translated to tape according to demand.
 - Books on loan can be renewed by telephone and can be posted out to those who are unable to come into the centre.
 - The information system will be catalogued for ease of reference.
 - Computer training will be arranged on demand.
 - Information will promote positive images of oppressed groups and reflect a range of population groups, e.g. older people, women, children etc.
 - Leaflets can be translated into minority ethnic languages and are available according to need.
 - Books will be provided which reflect a range of philosophies and belief systems.
 - Reasonable requests for information which is not available will be dealt with promptly.
 - Books, periodicals etc. will be regularly reviewed and updated and any identified gaps will be addressed.
 - Members will be kept informed about updated information through KASP's mail out to members and posters.

3. Establish contact with minority ethnic groups within Fife in order to promote KASP's services to these groups and to improve group members' awareness of minority cultures.
 - Information about KASP can be translated into minority ethnic languages and sent to relevant minority ethnic groups according to demand.
 - KASP will give talks to groups by request and this will be advertised.
 - KASP will actively participate in Fife Domestic and Sexual Abuse Partnership's Black and Minority Ethnic Sub Group to address minority ethnic needs.

4. Through mutual and peer support, create an open, relaxed atmosphere in which all will have freedom of expression and freedom to challenge inappropriate expressions of prejudice and bigotry.
 - All members of groups of KASP will subscribe to group rules which are commonly agreed and which facilitate an atmosphere as described above.

5. Respond to requests from users to provide particular services, as long as these are in keeping with the agreed equality policy.
 - Requests from service users can be made via appropriate channels.
 - Regular additional measures will be taken to assess needs of users, for example questionnaires.
 - This process will be monitored and appropriately reviewed to ensure that members are happy with the procedure for responding to requests.

6. Contracts agreed with outside agencies and individuals will be subject to the condition that they must comply with KASP's equal opportunities policy.
 - All outside individuals and agencies, including sessional workers will be given a copy of the Equal Opportunities Policy and will be expected to abide by it.

7. When recruiting staff, KASP will comply with all relevant equality legislation. Vacancies will be widely advertised and appropriately drafted to be inclusive in language and imagery.
 - All adverts will be made according to the recruitment and interviewing policy.

8. Volunteers and Staff will be trained in awareness of equality issues and KASP's policy in equal opportunities. Information regarding equality issues will be made available to service users

9. Volunteers will be recruited from a wide-cross section of the community with the aim of matching volunteers to service users specific needs and circumstances wherever possible.
 - Volunteer publicity will be sent to a wide cross section of the community representing a diverse range of individuals.

10. Any public education or promotion work undertaken by KASP will aim to challenge myths and negative stereotypes and to use inclusive imagery and language

11. All services and activities provided will be discussed and agreed by the project manager in order to ensure that these are in keeping with the equal opportunity policies, for example, access and childcare needs.
 - KASP will always strive to provide services and activities that are accessible to everyone. It is recognised that there will be situations where this may not be possible. In such situations an acceptable alternative service would always be provided.

12. When supplying food for service users, KASP will be responsible to specific requests. Any refreshments provided will include alternatives such as a vegetarian choice

- Whenever food is provided during a service or activity K A S P will endeavour to advertise and cater for special diets according to need. T he ingredients of all lunches, snacks supplied will be clearly labelled.