



PECKHAM SOUP KITCHEN CIC  
95b Meeting House Lane,  
London, England, SE15 2TU  
Company number 14516375  
Mob: 07424 710 331  
Email: peckhamsoupkitchen@gmail.com

## Inclusion, Diversity And Equality Policy

Date: 12 December 2022

Assessed by: Inua Mohammed

Organisation: Peckham Soup Kitchen (PSK)

Review date: 12 December 2023 or any time that operational process changes

### Policy Statement

We at Peckham Soup Kitchen are committed to ensuring diversity and equality in all aspects of the organisation and strive to create an inclusive environment. We encourage fairness, diversity and representation. PSK will not discriminate or tolerate discrimination in any form. Staff and volunteers recognise and respect the importance of organisational inclusion, diversity and equality.



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**This policy is based on the following principles:**

- PSK's commitment to inclusion, diversity and equality
- Our 'open door policy'
- Discrimination is never acceptable.
- All people, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to freedom from discrimination.
- We aim to protect staff, volunteers and service users from discrimination and from false allegations.
- All suspicions and allegations of discrimination will be taken seriously and responded to swiftly and appropriately;
- All staff and volunteers have a responsibility to report concerns to the directors.

**Our aims and objectives for 2022**

- To meet and exceed statutory requirements by taking positive and affirmative action to build a culture that champions diversity and inclusion.
- To maintain our representation where we are doing well and improve our representation in areas where we can improve.
- To increase volunteer diversity.
- To build and develop monitoring and evaluation processes for improved reporting
- To create an inclusive culture that values diversity across all facets of the organisation.



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## Statutory Requirements

The [Equalities Act 2010](#) protects people from discrimination in the workplace and in wider society. The following characteristics are protected:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

## The Equality Duty

The [Public sector equality duty](#) came into force on 5 April 2011. It means that public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, delivering services and in relation to their own employees.

It also requires that public bodies have due regard for the need to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations between different people when carrying out their activities



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## Equality, inclusion and diversity at Peckham Soup Kitchen

### 1. Service users - our 'open door policy'

The Coldharbour Ward, where PSK operates, is the most ethnically diverse ward in Southwark and the second most populated ward (16,784 residents). It is the poorest ward in the borough with 8.7% (1,103) of residents unemployed. PSK welcomes 60% more men than women, with the majority experiencing homelessness. 30% of our service users have a current CV. 60% of the service users are in receipt of benefits and over half have issues around mental health and drug and alcohol use. PSK supports a high proportion of BAME people, young people who are NEET, elderly people and vulnerable women and children.

PSK has an open door policy and will do everything in its means to support service users without discrimination. In 2020 we implemented a referral system which allows us to meet and support new people who were previously unknown to us, from a diverse range of backgrounds and experiences. This includes asylum seekers who are not able to access many services under UK legislation.

### 2. Staff

We commit to providing equality in the workplace. This means **equal job opportunities and fairness for employees and job applicants**. We do not treat people unfairly because of reasons protected by discrimination law ('protected characteristics'). For example, because of a person's sex, age or race.

Our core team is made up of people from BAME groups, with lived experience of growing up in the immediate vicinity of PSK, experiencing poverty, gang violence and struggle from a young age. Equal access to our services is important to the Charity, as is a very personal daily involvement of our two directors and co-founders.



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### **3. Trustees**

The trustee body includes people with lived experience, people from BAME groups, people living with disability and young people. PSK is committed to ensuring that the trustee body appropriately reflects the diversity of the organisation.

PSK's impact report includes recent and relevant information about the organisation's approach to inclusion, equality and diversity. The trustee board will advise on areas we can improve and prioritise and feedback.

### **4. Volunteers**

We ensure that volunteers are clear on our policies of inclusion, diversity and equality when they volunteer and what steps to take any time concerns arise.

Often past service users return to the centre to volunteer their time and experience.

### **5. Recruitment**

PSK and its staff follow equality and diversity best practice through procedures and a code of conduct for staff.

PSK does not discriminate in recruitment and advertises roles. Job and volunteer advertisements are written with diversity and inclusion as guiding principles. This means using careful attention to language used to prevent bias and deterring applications from a diverse pool.

We limit referral hiring and ensure that posts are widely advertised to go beyond our network. We advertise with websites focused on employment for ethnic and gender diversity and people with disabilities.

We advertise jobs on PSK's website, jobs websites, locally and through our organisational network, rather than only advertising jobs on social media in order to prevent discrimination against older applicants.

Interview questions and evaluation are conducted consistently to make the process fair and even. We ask interviewers to challenge their assumptions based on candidates names, schools and locations.



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Non-essential criteria are referred to as 'preferred' and role requirements are generalised where applicable in order not to deter women from applying. We remove gender coded masculine or feminine words when describing roles, and we help our staff understand how these can be used unintentionally, and how to prevent this.

Where possible we offer roles with flexible timing, to support young parents and/or disabled applicants.

We actively encourage applications from users from any race and background, sexual identity, age and people with lived experience.

## 6. Our network of charities and organisations

We forge bridges with other homeless charities and BAME led organisations, to strengthen our network, to share resources, and support inclusion, diversity and equality.

This allows us to learn from organisations with shared values, to provide better support and improve equality and best practice throughout the organisation. We continue our work highlighting the importance of mental health in young black males in Southwark.

## 7. Workshops and training

PSK provides workshops and training for staff and volunteers, this includes training and support to help prevent discrimination and natural bias.

## 8. Reporting a concern

In the event that staff, volunteers or service users have experienced or witnessed discrimination you should make a complain to the designated person **Inua Mohammed**. If Inua is not available, the matter should be reported to **Dean Foster**. All complaints will be listened to and taken seriously. Appropriate and effective action will be taken to ensure any issues are remedied.



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## 9. Action if there are concerns

We will assure all staff and volunteers that we will fully support and protect anyone, who in good faith reports his or her concern and we may launch a disciplinary or misconduct investigation.

### Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

### Internal Enquiries and Suspension

- The Designated Person will make an immediate decision about whether any individual accused of discrimination should be temporarily suspended pending a decision from the trustees.
- Irrespective of the findings the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of service users should remain of paramount importance throughout.

## 10. Supervisory arrangements for the management of Peckham Soup Kitchen activities and services.

- We keep a register of all people visiting the centre
- We will keep a register of all team members (both paid staff members and volunteers)
- Registers will include arrival and departure times and the names of others in the building at the time.



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- We will keep a record of all sessions including monitoring and evaluation records.
- Our team members will record any unusual events on the accident/incident form.
- Written consent from a parent or guardian will be obtained for every child attending our activities under the age of 18.
- All team members should treat all people with dignity and respect in both attitude, language and actions.

## 11. Review

We are committed to reviewing our policy and good practice annually, or in the event that PSK undergoes significant operational or organisational change.