



Trauma Informed Parenting SCIO



Policy – Equal Opportunities DEI			
Document Reference No. 4	Revision Level: 1	Approved By: Suzanne Scott CEO	
References: Strategic		Originator: CEO	Date Approved: 5/7/2026

1. Purpose

Trauma Informed Parenting (TIP) is committed to equality, diversity, and inclusion, ensuring that all individuals—staff, volunteers, service users, and stakeholders—are treated with dignity, respect, and fairness.

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This policy provides a framework to promote inclusivity, prevent discrimination, and respond appropriately to concerns, ensuring compliance with legal standards and best practice.

2. Scope

This policy applies to:

- All TIP employees, volunteers, trustees, and service users.
- All aspects of TIP's operations, including recruitment, training, service delivery, and decision-making.
- Any incidents of discrimination, harassment, or inequality, whether intentional or unintentional.

This policy should be read in conjunction with TIP's Safeguarding Policy and Data Protection Policy.

3. Key Principles

TIP is committed to:

- Zero tolerance for discrimination—no individual will be discriminated against based on race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic.
- Promoting diversity and inclusion in recruitment, service delivery, and workplace culture.
- Ensuring equal opportunities for all staff, volunteers, and service users.
- Challenging discriminatory behaviour and fostering an inclusive learning environment.

4. Responsibilities

4.1 Responsibilities of All Staff & Volunteers

All TIP employees and volunteers must:

- Treat everyone with dignity and respect, ensuring an inclusive environment.
- Avoid language or behaviour that is discriminatory, offensive, or exclusionary.
- Report incidents of discrimination, harassment, or prejudice to the designated person- CEO Suzanne Scott (suzanne@tipuk.org)

4.2 Responsibilities of TIP Board and Senior Management

TIP leadership must:

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- Ensure compliance with legal requirements, including the Equality Act 2010.
- Provide regular training on anti-discriminatory practices and diversity awareness.
- Investigate complaints and take appropriate action to resolve concerns.

4.3 Designated Person for Equality & Inclusion

The designated lead for equality and inclusion is: Suzanne Scott – Email: Suzanne@tipuk.org The CEO is responsible for:

- Receiving and recording complaints related to discrimination or bias.
- Conducting investigations and ensuring fair resolutions.

5. Recruitment & Selection

TIP is committed to inclusive recruitment, ensuring that:

- Selection is based solely on skills, experience, and suitability.
- Reasonable adjustments are made to accommodate candidates with disabilities.
- Unconscious bias awareness is integrated into recruitment practices.

6. Training & Development

All TIP staff and volunteers will receive:

- Induction training on equality, diversity, and inclusion.
- Ongoing development opportunities to enhance awareness and best practices.

7. Service Delivery & Accessibility

TIP ensures that services are:

- Accessible to all, with reasonable adjustments made for diverse needs.
- Inclusive in content, respecting cultural, social, and personal identities.
- Regularly reviewed to maintain high standards of equal access and representation.

8. Complaints & Incident Reporting

8.1 Informal Resolution

- Individuals experiencing or witnessing discrimination should first discuss concerns with their supervisor or the designated equality lead.



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- Many issues can be resolved through mediation and dialogue.

8.2 Formal Complaint Process

If informal resolution is unsuccessful, individuals may:

- Submit a formal complaint via email to Suzanne Scott (Suzanne@tipuk.co.uk).
- The responsible member of staff will investigate within 10 working days and provide a response.
- If the complaint involves safeguarding, it will be escalated under TIP's Safeguarding Policy.

8.3 External Escalation

If TIP does not resolve the issue adequately, complaints may be directed to:

- The Equality and Human Rights Commission (EHRC) for legal discrimination cases.
- The Charity Regulator (OSCR) for governance concerns.

9. Policy Monitoring & Review

This policy will be reviewed annually, ensuring continued alignment with legal requirements, organisational values, and best practices.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	S Scott CEO	2/7/2025
1	Reviewed	CEO	5/7/2026

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Chairpersons Signature

Date 29/07/2025

10 Related Procedure

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- TIP Safeguarding Policy
- TIP Complaints, Comments & Compliments Policy
- TIP Recruitment & Selection Guidelines

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