



**eden training**

**Equality Policy**  
*and*  
**Single Equality Scheme**

**2018 - 2020**

If you require this information in a different format please ask.

# Equality Policy and Single Equality Scheme

| <b>Content</b>  | <b>Page</b> |
|---|-------------|
| Equality Policy Statement                                 | 3           |
| <b>PART 1      Equality Policy</b>                        |             |
| Introduction  | 4           |
| Public sector equality duty                               | 5           |
| Links with other policies                                 | 5           |
| Organisation and leadership                               | 5           |
| Leadership and communication                              | 6           |
| Legal requirements  | 6           |
| If things go wrong  | 7           |
| Investigation of incidents                                | 7           |
| Action Plan   | 9           |
| Monitoring and review                                     | 9           |
| Annual Review   | 9           |
| Publishing our Equality Policy and Single Equality Scheme | 9           |
| <b>PART 2      Single Equality Scheme</b>                 |             |
| Introduction  | 10          |
| Local context   | 10          |
| Learner information                                       | 11          |
| Staff information   | 13          |
| Involvement and consultation with stakeholders            | 14          |
| Equality Impact Assessments (EIA)                         | 16          |
| Collecting and use of information                         | 16          |
| Specific equality areas                                   | 17          |
| References  | 18          |
| Appendix A: Legal requirements in more detail             |             |
| Appendix B: Demographic and statistical information       |             |
| Appendix C: Action Plan                                   |             |



## Equality Policy Statement

Eden Training is committed to delivering excellent training services in which:

- People's ability to achieve is not limited by prejudice or discrimination
- There is respect for and protection of each person's human rights
- There is respect for the dignity and worth of each person

**We believe that everyone should have an equal opportunity to participate in society, and there should be mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.**

Eden Training will treat learners, staff, applicants, carers and members of the wider community with dignity, respect and fairness. We will provide an inclusive, personalised learning environment in which learners are treated solely on the basis of their merits, abilities and potential and are valued as individuals.

Eden Training is committed to taking into account the diversity of the community we serve and seeking to reflect this in what we do. We believe our purpose, aims and values are best achieved by promoting equality of opportunity for everyone and making full use of the talents and resources of everyone connected with Eden Training.

We are committed to eliminating unlawful and unfair discrimination against people with the protected characteristics set out in the Equality Act 2010: Age, Disability, Race, Sex, Pregnancy & maternity, gender reassignment, Religion or belief and Sexual orientation.

**All staff and learners of Eden Training, external examiners, consultants, contractors and visitors to our premises have a responsibility to adhere to this policy at all times in the course of their day to day activities.**

We recognise that failure to treat others with dignity and respect need not be deliberate and that things such as insensitive remarks may be made quite unconsciously and unintentionally as a result of ignorance or lack of imagination. Nevertheless, any behaviour or actions contrary to this policy will be considered serious matters and action will be taken accordingly. Breaches of this policy by employees of Eden Training will be regarded as misconduct and could lead to disciplinary proceedings.

Through our **single equality scheme** we are committed to challenging and eliminating unlawful discrimination, harassment or victimisation or any other conduct that is prohibited under the Equality Act 2010. We will work to advance equality of opportunity and good relation between people who share a relevant protected characteristic and people who do not share it.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

# PART 1 Equality Policy

## Introduction

Eden Training is committed to the effective implementation of this Equality Policy and Single Equality Scheme to ensure we meet our legal duties and requirements.

We also believe that our purpose, aims and values will be best achieved through taking account of the diversity of the communities we serve and promoting equality of opportunity for everyone.

Eden Training will ensure learners and staff are well informed about the importance of equality and human rights. We are concerned to promote this policy alongside a single equality scheme because we are committed to achieving a working and learning environment in which everyone is valued and respected.

Eden Training recognises that there are many aspects of diversity. In addition to the duties set out in law in relation to race, disability, sex, sexual orientation, gender reassignment, age and religion or belief, pregnancy & maternity, we recognise that other factors such as socio- economic background or status, marital / civil partnership status or family circumstances, political opinion and affiliation, physical attributes or appearance, are also important to the diverse nature of our community. When we refer to equality and diversity we seek to include all aspects and not only those set out in equality legislation.

Our aim in implementing this policy is to achieve:

- Confidence in the quality and fairness of our provision
- Satisfaction among learners and staff
- Awareness among learners and staff of the importance of equality and diversity issues
- Equality of education opportunity and achievement
- Equality of opportunity in career development for all staff
- An environment which is free from prejudice, harassment and unlawful discrimination
- Effective treatment of complaints
- A representative community of learners and staff
- An environment in which there are no unlawful differences in the experiences of learners and staff from entry to exit
- An organisation that involves people, consults on what we do and uses this information to improve provision

We will achieve this aim by:

- Embedding consideration of equality and diversity issues into all aspects of our provision
- Involving and consulting with learners, staff and others
- Providing opportunities and resources for learners and staff to engage with equality and diversity related issues
- Assessing the impact of our policies on diverse groups

- Maintaining a commitment to relevant equality initiatives such as the Positive About Disabled People disability symbol.
- Integrating equality and diversity into our quality assurance procedures; regularly monitoring and reviewing performance; reporting on achievements and taking positive action where necessary
- Providing equality of opportunity in career development for all staff
- Providing training for all staff to raise awareness of legal responsibilities and to promote good practice
- Continuing professional development, through which staff will meet their responsibilities relating to equality and diversity
- Providing an effective and trusted complaints procedure
- Treating acts of unlawful discrimination as a disciplinary offence
- Publicising and communicating Eden Training's work on equality and diversity, both internally and externally

Eden Training intends to reflect within this policy and our practices the aims of the Skills Funding Agency's Single Equality Scheme.

### **Public Sector Equality Duty**

From April 2011 a new Public Sector Equality Duty came into force. Eden Training will seek to progress through our own initiatives and in co-operation with others the aims of the new duty as set out in Part 2 in our Single Equality Scheme.

### **Links with other policies**

This policy relates to all activities associated with the business of Eden Training. Fundamental to the development and maintenance of this policy is a policy impact assessment (part of the Single Equality Scheme) undertaken in relation to the development of new policies and the review of existing Eden Training policies. Some policies have direct relevance to achieving the aims of this policy and these include:

- Access and fair assessment policy
- Confidential reporting and whistle-blowing policy
- Confidentiality policy
- Data protection policy
- Drug and Alcohol policies
- Learners with disabilities (Confidentiality) policy
- Protection of vulnerable adults policy
- Stress in the workplace policy
- Protection from Bullying and Harassment Policy

### **Organisation and leadership**

Overall and final responsibility for ensuring this policy is implemented sits with the Directors of Eden Training.

Day to day responsibility for the development, implementation and monitoring of this policy sits with the Equality & Diversity manager.

All employees of Eden Training have a responsibility to adhere to this policy at all times in the course of their day to day activities. Each staff member has a personal

responsibility to attend designated training sessions to ensure their knowledge of legislation and practice is appropriate and up to date. Actions contrary to this policy will be regarded as serious misconduct and may lead to disciplinary action, including dismissal.

All visitors, external verifiers, consultants and contractors will be made aware of this policy and are expected to adhere to it.

Eden Training accepts that failure to treat others with dignity and respect can happen unintentionally. However, the impact of wounding remarks or insensitive behaviour can still have a significant impact on the recipient. For this reason we will act when made aware of any behaviour or actions that are contrary to this policy. The implication for learners includes the option in some cases of being exited from a course of study.

### **Leadership and communication**

The directors of Eden Training are fully committed to resourcing and implementing this policy and intend to demonstrate this active commitment through being seen to take a lead in promoting the values of equality and diversity.

It is the intention of the directors to develop and maintain appropriate systems to communicate through the management structure relevant information relating to Equality and Diversity, and to effectively involve staff at all levels.

The directors of Eden Training intend to ensure that Equality and Diversity considerations are integral to the process of business decision making.

Because Eden Training is a small company it should be relatively easy to facilitate two-way communication in relation to matters of Equality and Diversity. All staff in whatever position are encouraged to participate in regular discussions on Equality and Diversity matters at staff meetings and to bring to the attention of the managers or directors any concerns they have regarding the effective implementation of this policy.

The directors will monitor and review with the senior management team the effectiveness of this policy.

### **Legal requirements**

Current equality laws protect people from discrimination on the basis of nine protected characteristics:

- Age
- Disability
- Race (including ethnicity and nationality)
- Religion or belief (including no religion or belief)
- Sex
- Gender reassignment
- Sexual orientation
- Pregnancy & maternity
- Marriage / Civil partnerships

These laws protect staff, people on vocational training programmes, learners and people using the services or facilities of the organisation, including parents or visitors.

The Equality Act 2010 recognises the following types of discrimination:

- **Direct discrimination** is when a person is treated unfairly or less favourably than others in comparable circumstances because they have a protected characteristic. This often arises because of assumptions, stereotyping or prejudice.

The Act extends the definition of direct discrimination to cover **association discrimination** or **perception discrimination**. This is direct discrimination against someone because they associate with a person with a protected characteristic or direct discrimination against someone because they are perceived to have a protected characteristic.

- **Indirect discrimination** is when a provision, criterion or practice is applied that appears to affect everyone equally but which in fact puts people who share a protected characteristic at a disadvantage.
- **Harassment** happens when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person, where this is:
  - Related to a protected characteristic (except pregnancy & maternity and marriage / civil partnerships) or
  - Of a sexual nature (sexual harassment – can include unwelcome sexual advances, touching, sexual jokes, displaying pornographic photo's / drawings, sending e-mails of a sexual nature etc.), or
  - Where a person is treated less favourably because they have either submitted to or rejected sexual harassment, or harassment related to sex or to gender reassignment (known as consequential harassment).
- **Victimisation** is when a person is treated less favourably or experiences disadvantage because they have taken action in respect of discrimination, for example bringing a complaint or supporting someone in making a complaint or an allegation of discrimination.
- **Discrimination arising from a disability** happens when a person with a disability is treated less favourably because of something connected to their impairment.

Failure to make reasonable adjustments is a type of discrimination unique to disability characteristics and relates to an organisation recognising that in order to achieve equality of outcome, and avoid someone with a disability from being placed at substantial disadvantage when compared to a non disabled person, reasonable adjustments may be necessary.

Further information can be found in Appendix A

## **If things go wrong**

Eden Training takes any allegation of discrimination, bullying or harassment very seriously.

There is a separate policy covering Bullying and Harassment which includes what will happen if bullying or harassment occurs.

Appropriate disciplinary action will be taken in relation to incidents resulting in sanctions up to and including being exited from a course of study or dismissal from Eden Training.

### ***Learners***

Any learner who feels they have experienced or witnessed unfair treatment, discrimination, harassment, bullying, intimidation or abuse should raise the matter with their tutor, a senior manager or the Equality and Diversity manager.

### ***Staff***

Any staff member who feels they have experienced or witnessed unfair treatment, discrimination, harassment, bullying, intimidation or abuse should raise the matter with their line manager, senior manager or the Equality and Diversity manager.

### ***Any other person affected***

If anyone involved with Eden Training or affected by our activities feels they have experienced unfair treatment, discrimination, harassment, bullying, intimidation or abuse, they should raise the matter with the quality manager or Equality and Diversity manager or follow the complaints procedure.

Any person who wants to make a comment regarding Eden Training's Equality Policy or Single Equality Scheme should contact the Equality and Diversity manager.

## **Investigation of incidents**

Eden Training is committed to making sure that any complaint or grievance about discrimination is properly handled as we believe this is central to good practice in equality.

We will ensure that all staff are familiar with the procedure through induction and know:

- what they should do if they experience discrimination
- how complaints will be investigated
- how long investigations are expected to take.

The purpose of having this policy is to provide guidance and clarity about what is expected which should reduce the likelihood of incidents of discrimination happening.

Any incident of discrimination should be reported to the Equality & Diversity manager who is responsible for ensuring the matter is investigated. This is primarily to prevent it happening again but also to see what lessons can be learned for the future.



Any investigation will consider not just what happened but what the underlying causes might be. The primary focus will be the effect the incident or behaviour has on the subject of this behaviour and ensuring that appropriate support is offered. The process for investigation will include:

- Information gathering
- Analysis of the information to identify what happened and why
- Recommendation for action

All investigation findings will be considered by the directors and senior management team.

### **Action Plan**

Eden Training has an ongoing action plan to fully implement our single equality scheme which is reviewed annually. (Appendix C)

### **Monitoring and review**

Both this Equality Policy and Single Equality Scheme are working documents and therefore subject to constant review. The process for agreeing updates and actions is through the senior management team which meets regularly.

Eden Training will continually monitor the impact of this policy and single equality scheme and is committed to analysing and publishing the results. Where required we will take positive corrective action.

The Equality & Diversity manager is responsible for monitoring the effective development and implementation of the Equality Policy and Single Equality Scheme, and for investigating any incidents relevant to it. Accountability is to the Managing Director.

The Nova Equality and Diversity Audit will be part of the monitoring process.

Eden Training's annual self assessment report will include an equality and diversity report.

### **Annual report**

Eden Training's Equality Policy and Single Equality Scheme will be reviewed at least annually. This will include a review by the Directors and senior management team of the effectiveness of the policy and scheme implementation.

### **Publishing our Equality Policy and Single Equality Scheme**

Eden Training will communicate our Equality Policy through displaying the Equality Policy Statement within Eden Training buildings and on our website. Information about our equality policy and single equality scheme will be included within pertinent promotional materials and course publications.

## **PART 2 Single Equality Scheme**

### **Introduction**

Eden Training will seek to progress through our own initiatives and in co-operation with others the desired outcomes of the **Public Sector Equality Duty** which came into force in April 2011.

Although Eden Training is not a public body to which this duty applies we recognise that we work within a sector which attracts public funding and that the equality duty represents good practice. It covers eight of the nine protected characteristics (only the first element of the duty is relevant to Marriage and civil partnership).

The Duty (Equality Act 2010 s149) requires public bodies to have due regard to the following in exercising their functions:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

In seeking to contribute to achieving this duty we will have due regard to the need to:

- Remove / minimise disadvantages experienced by persons who share a relevant protected characteristic that are connected to that characteristic
- Take steps to meet needs of those who share a relevant protected characteristic that are different from the needs of those who don't share it
- Encourage people with a relevant protected characteristic to participate in public life or in any other activities where participation by such persons is disproportionately low

### **Local Context**

Eden Training first undertook an equality & diversity audit in 2007 to seek to understand the demographic profile of the geographical area that we serve and to consider our learner and staff profiles in relation to this. The table and detail of the findings can be found in Appendix B.

This audit told us that the population within the East of England was 5,388,140 (Census 2001) and of this figure 2,638,335 were male; 2,749,805 were female. Some other findings of the audit included:

16 – 74 population of 3,884,104.

95.1% of the population of the East of England (5,125,003) described as white. (Slightly higher than the average for the whole of England and Wales - 91.3 %.) The largest minority ethnic group: Indian at around 1% (51,035).

72.1% of the population of the East of England recorded their religion as Christian. With 24.5% categorised as either no religion or not stated leaving a small representation of other religions the largest: Muslim at 1.5%.

This information was broken down into areas within the East of England where Eden Training has a presence (see appendix B) there were some variation within areas but each was broadly in line with the regional figures.

We will use 2011 census data to consider whether the local population and community context is appropriately reflected in the employment practices and service delivery of Eden Training.

### **Learner information**

Data on learner gender, age, ethnicity, disability and additional learning needs (ALN) is routinely collected. In 2006 only 1% of learners were male. In 2007 this was 4%, in 2008 5.76% and in 2009 3.7%. Eden Training prior to 2008 delivered mainly Early Years training which is primarily staffed by women. **This identified for us the extent of the work that needs to be done to challenge both historical precedent and contemporary assumptions and prejudices if this gender imbalance is to be tackled.**

In 2006 94.2% of learners classified themselves as White British with 3.8 % white other and 2% other. In 2007 the trend showed 95% as White British, 3% a white other and 2% other. In 2008 the figures were 94.6% White British, 2.52% White Other and 2.88% other. In 2009 the figures were 92.6% White British, 4.3% White Other and 3.2% other.

These figures were in line with the regional analysis which indicates that the learner profile is probably as would be expected. However, the regional figures need to be updated as current trend show that the minority ethnic population in the region is growing. This year on year figures should therefore be expected to reflect an increase in learners from minority ethnic groups. **This indicates a need to ensure promotional materials and recruitment practices reflect appropriate positive training and career opportunities for people from minority ethnic groups.**

The number of learners with a disability changed from one in 2006 to three in 2007 and 9 in 2008 and 14 in 2009.

The proportion of funded learners with additional learning needs increased slightly between 2006 and 2007 from 48% to 52%. In 2008 the figure was 24% and in 2009 14%. One of Eden Training's aims is to provide a flexible and individually focussed training programme for each learner. **This analysis both reflects this aim and enables learners with additional learning needs to be identified and their progress monitored.**

Information about age was not collated and analysed in 2006 / 7.or 2008. It is our intention during the period of this policy to look at how a meaningful analysis of

learner ages can contribute to delivering high quality effective training that meets individual learner needs whatever their age.

Information about religion was not analysed in 2007 and we continue to consider during the implementation of this policy the most beneficial way of collecting and using information about learner’s religion and beliefs, to ensure the way training is offered and delivered takes account of learner values and beliefs and to ensure we meet our legal obligations.

We will also consider during the period of this policy the best approach to ensuring that Eden Training is not discriminatory in relation to learner sexual orientation and whether it is necessary or appropriate to collect separate information in relation to this taking into account the sensitive nature of such information.

We will work within the NOVA partnership / with SEC to agree and achieve Equality & Diversity Impact Measures (EDIMS). The agreed measures are included in the Self Assessment Review each year. Two key measures for Eden Training going forward are:

| <b>Issue for Development</b>   | <b>Action Plan (SMART)</b>  | <b>Timescale &amp; completion date</b> | <b>Responsibility &amp; Monitoring (including date)</b> | <b>Progress, Impact and Future Development (For in year review)</b>   |
|--|---|--|---|---|
| Take up of Early Years Apprenticeships by males  | Target marketing at males; promote career options for males in early years literature<br>Record the number of males responding  | On-going                               | Business Dev Manager<br>Quality Manager                 | More male learners recruited to Apprenticeships   |
| Consider the best way to collect and monitor information relating to protected characteristics to enable meaningful analysis about learner take up, progress and success | Decide on information to be collected<br>Collect comparative data from within NOVA / SEC and if appropriate wider<br>Set up systems for recording and analysing data collected<br>Agree actions related to areas where underrepresentation or recruitment, retention and success rates seem distorted | Ongoing                                | Quality Manager<br>E&D manager                          | Figures available to undertake meaningful analysis of learner, take up, retention and success rates<br>Development of action plan for improvement where indicated by data analysis. |

Eden Training is committed to using the above Impact Measures and working with others to contribute to achieving and where possible improving on the agreed indicators.

These EDIMS or equivalent measures will be updated during each year when information is available.

Eden Training has a Learners with Disabilities (confidentiality) policy to ensure that issues relating to disability can be dealt with sensitively and effectively.

Our intention is to ensure that matters of equality and diversity are integral to what we do rather than treated as separate. We will do this by a number of means including:

- Ensuring learner content reflects issues of equality and diversity through schedules of work, lesson plans and assessment processes.
- Health and Safety processes take account of equality & diversity issues for example requesting Equality and Diversity policies is part of the HASPS process
- Maintaining a system to monitor workplace Equality & Diversity policies
- Equality and Diversity questionnaires are completed at the end of each unit
- Recruitment processes include appropriate consideration of difference, learner cultural, religious and additional support needs
- Using positive images of a diverse learner group
- Ensuring any purchase or adaptation existing or new buildings make them more accessible to people with mobility difficulties in particular

## **Staff information**

Eden Training has a relatively small staff group which means that the change of one staff member can have a significant affect on any analysis of staff make up.

Information is collected about staff gender, age, disability and ethnicity. The purposed of collecting this information is to ensure that recruitment, selection and employment policies and practices are fair and do not discriminate against any individual or group illegally.

The difficulty with analysing and using statistical information with small numbers of staff is that the recruitment of one staff member for instance from a minority ethnic group may statistically “over achieve” a goal to reflect the diversity of the local community. However, this should not obscure **our primary aim that our recruitment and working practices do not disadvantage particular minority groups from applying for, securing or retaining employment with Eden Training.**

Sensitivity is also a consideration when publishing figures representing the staff group make up as even without the use of personal identifying information it may be possible for individuals to be identified and we take seriously our responsibility to treat information provided in confidence confidential.

Eden Training has achieved the Job Centre plus “two ticks” Positive about disabled people scheme endorsement through meeting the requirements for the symbol. We are committed to taking all reasonable steps to ensuring people with disability are given the opportunity for employment by guaranteeing an interview to candidates who meet the minimum requirements for any available vacancy.

We will use the job application and recruitment process to ensure we meet our equality commitments.

Eden Training will use available regional figures as a guide to measure whether the analysis of learner and staff data is significantly disproportionate from that indicated and seek to understand the reasons why this might be. If appropriate, action will be taken to seek to address any distortions produced by our policies or practices. We will also challenge others where appropriate and it is within our influence to affect or agitate for change.

### **Involvement and consultation with stakeholders**

The effectiveness of this policy is dependent on the support and co-operation of everyone connected with Eden Training.

Learner feedback is already sought periodically, including at the end of each unit specifically on matters of equality & diversity. This is to ensure awareness of Equality and Diversity issues remains a priority in the minds of learners and staff and to seek to ensure that any shortfall in meeting the aspirations set out in this policy are picked up and addressed.

Eden Training will involve and consult with learners, staff and others in developing and implementing this policy and scheme and developing procedures and practices that appropriately reflect the policy aspirations. The following table gives an indication of involvement activities.

Eden Training encourages anyone who wants to make a comment regarding our Equality Policy or Single Equality Scheme at any time to contact the Equality and Diversity manager.

| <b>Activity</b>   | <b>Learners</b> | <b>Staff</b> | <b>Workplaces</b> | <b>Visitors</b> | <b>How this information is reflected in the scheme</b>  |
|---|-----------------|--------------|-------------------|-----------------|---|
| Display and request feedback on Equality Statement                                      | x               | x            |                   | x               | All comments received have been positive. This will be reviewed as part of the annual policy review   |
| Learner voice feedback survey   | x               |              |                   |                 | Sent out periodically, feedback will be used to determine effectiveness of policy   |
| Employers requested to provide copy of E&D policy                                       |                 |              | x                 |                 | Copy of policies has been requested since 2007. System to be developed to monitor policies and determine any appropriate future actions.                    |
| Employer feedback survey  |                 |              | x                 |                 | Survey conducted periodically, feedback to be included in Equality Policy evaluation  |
| Equality & Diversity Unit questionnaires  | x               | x            |                   |                 | Questionnaires are an opportunity at the end of each unit to evaluate learning and knowledge of E&D issues.   |
| Staff meetings  |                 | x            |                   |                 | Equality & Diversity is a standing item at staff meetings and an opportunity for consultation and discussion which informs policy and practice              |
| Staff training events   |                 | x            |                   |                 | Equality & diversity training is an opportunity for staff to gain and share knowledge in relation to Equality issues.                                       |
| E&D posters and materials are displayed and available throughout Eden Training premises | x               | x            |                   | x               | The use of positive images and messages in relation to Equality & Diversity serves to promote and provoke. All feedback to date has been extremely positive |

## **Equality Impact Assessments**

Our Action Plan sets out how all of Eden Training Policies have been reviewed through the use of an Equality Impact Assessment process. For existing policies changes were recommended and implemented to ensure policies reflect the aims of this policy and scheme. All new policies are developed with the EIA as an integral consideration.

## **Collection and use of information**

Equality monitoring will be used to highlight possible inequalities; investigate their underlying causes; with the aim of removing unfairness and disadvantage where it is found.

Where possible when collecting information our intention is to use categories (e.g. ethnicity) which are consistent with the Office for National Statistics. This makes it easier to benchmark and make comparisons with things such as the national census and other research.

When collecting information our preferred method will be self classification whenever this is possible.

Equality & Diversity will become an increasingly important part of Eden Training's quality assurance processes and in our self assessment process (SAR). We will work within NOVA / SEC to ensure the SAR process is as robust as possible in identifying and addressing issues of equality and diversity.

Information gathered will include the make up of the staff group in relation to the equality areas. Learner information will be broken down using the different equality areas.

Where there is sensitivity in relation to the collection, sharing and use of information judgements will be made about whether and how monitoring will best be achieved. The main aim will remain to seek to ensure no unlawful discrimination, whether deliberate or unknowing takes place.

We will consider all the information available at least annually to determine how it can be improved and how it will best be used to make a positive difference.

## **Specific equality areas and proposed activities**

Where pertinent we will use an employment advisor, Ellis Whittam to update our policies and practices to ensure they are up to date and comply fully with equality legislation.

### **Age**

- We will continue to review our recruitment, retention, promotion and training policies to ensure there is no discrimination on the grounds of age.
- We will continue to consider the best ways to ensure the recruitment and training of learners is fair and no unlawful discrimination takes place



#### Race

- Our intention during the period of this policy is to ensure we properly understand the information we are collecting in order to influence any changes that may be indicated. These will be included in an action plan and implemented as soon as possible.
- We will continue to use positive images of a diverse learner population in our promotional and other material.

#### Religion or belief

- We will ensure there is an awareness of and sensitivity towards religious practices and festivals
- During the period of this policy we will consider whether and how to collect information about the religion and belief of learners and staff and the best way to use this information to ensure no unlawful discrimination takes place

#### Disability

- We will continue our commitment to the two ticks Positive about Disabled People scheme.
- We will ensure we assess appropriately learners who may have additional learning needs and ensure learners with disabilities wanting to undertake training are not disadvantaged by providing services in a way that identifies and meets individual support needs.

#### Gender / Gender Identity

- One of our key aims is to build on the work we are doing to attract male learners in to the Early Years field.
- As we deliver business skills we will consider whether there are distortions in the recruitment or retention of male or female learners in relation to research and other available data. If changes are required we will include this in our action plan.

#### Sexual orientation

- During the period of this policy we will consider what information is required in order to ensure unlawful discrimination does not take place

#### Gender reassignment

- We will develop as soon as possible a policy that sets out how we will deal with circumstances where a learner says they are considering, are undertaking or have undergone gender reassignment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

## References

Equality and Human Rights Commission

<http://www.equalityhumanrights.com>

Education and Skills Funding Agency's Equality Policy guidance

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

ONS (2011) Census 2011

<https://www.ons.gov.uk/census/2011census>