



Equality and Diversity Policy

Policy Statement

James Education believes that equality is crucial and must be embedded in everything the company does. The company's commitment to equality and diversity is endorsed and led by the company Directors.

All centre staff and Learners (apprentices, part time learners etc) have responsibilities in relation to equality and diversity and are encouraged to build awareness of equality and actively challenge all instances of inequality, thus helping remove barriers to access, achievement and progression.

This Equality and Diversity Policy statement covers all members of the centre community including Learners, staff, contractors and suppliers. This protects the 9 characteristics identified under the 2010 Equality Act as listed below.

Our Commitment

We are committed to:

- promoting equality and diversity
- promoting social cohesion and building community links
- respecting the dignity of all people who visit, learn and work at our centres
- providing conditions which encourage all young people to participate, progress and achieve in their learning
- actively challenging unacceptable actions and behaviours such as harassment or Bullying

Commitments to equality will be applied regardless of:

- Age, disability, ethnic origin· gender, gender re-assignment, marriage/civil partnership, pregnancy and maternity, religion or belief, sexual orientation

Legislation

- The company recognises and understands the need for legal compliance. This Equality and Diversity Policy verifies the company's commitment to the Equality Act 2010 and other legislation as listed:
- The Rehabilitation of Offenders Act 1974
- Equal Pay Acts 1970 and 1983
- Human Rights Act 1998
- Special Educational Needs & Disability Discrimination Act 2001

Responsibilities and Obligations

Everyone has a responsibility to give full and active support for the equality and diversity policy by ensuring:

- The policy is known, understood and implemented
- their behaviour always considers the feelings of others
- everyone is treated with respect and dignity
- Behaviour not in keeping with the equality and diversity policy is challenged



Specific responsibilities:

The company directors, Lead IQA and all centre staff have responsibility for the effective implementation and promotion of equality and diversity policy and actions.

Actions to implement and develop policy

James Education Ltd aims to:

- Put learners at the heart of everything it does
- Demonstrate its commitment to promoting equality and diversity
- Involve staff and Learners in celebrating equality and diversity and in
- Identifying areas for improvement. Demonstrate evidence of how statutory duties are fulfilled and ensure the effectiveness of its policy, practice and procedures

Promotion actions:

Ensure the agenda of regular standardisation meetings discuss the implementation of the company equality & diversity policy and drive forward any equality and diversity actions for the company, which aim to:

- Initiate a programme of equality and diversity training for all staff, which includes:-
 - Equality & Diversity awareness within the induction process
 - Refresh & recap within supervisions & appraisals
 - Full Early Years Equality, Diversity & Inclusion training
 - Annual Policy & procedure renewal training
- Request from employers a copy of their equality & diversity policy & procedures to ensure compliance.
- Ensure the integration of equality and diversity in teaching and learning materials and where possible involve Learners in project work which specifically targets aspects of equality and diversity
- Review the company's policies, practices and procedures regularly to ensure they comply with the company's equality and diversity policy and relevant legislation
- Ensure company documentation, marketing material and website content conforms to the latest equality requirements
- Make sure that curriculum design takes account of equality issues in terms of access, content and delivery. Provides additional and appropriate support or signposts to support organisations.

Apprentice / Learner Approach

Throughout provision Equality and Diversity is continually embedded, raising awareness of our approaches to ensure this policy is constantly adhered to.

For example, **the policy is promoted by:**

- Providing effective Information, Advice and Guidance (IAG) to all apprenticeships, ensuring it is presented in a format that is easily understood by all potential apprentices and employers;
- Provide clear entry criteria to each apprenticeship, ensuring a transparent approach to initial and eligibility assessments;
- Development of an Individual Learning Programme (ILP) ensuring all apprentices have an ILP that meets their learning needs and ensures full participation;
- Reviewing of Equality and Diversity awareness through specific questioning each 10 weeks of training.
- Delivery of Equality and Diversity through sector specific workplace requirements.



Monitoring and Evaluation

- The company director and senior managers will aim to monitor the diversity of staff and Learners by way of anonymous questionnaires.
- Information gathered will allow the company to review and target their marketing, recruitment and selection and referral procedures more effectively to encourage diversity and equality.
- This policy's effectiveness will be reviewed and evaluated on an annual basis, where we will look at the aims of the policy and are they being met? And whether the actions points have been successfully implemented.
- Feedback from staff, Learners and other relevant partners will be essential to this review.

Recruitment

- To ensure all recruitment complies equality and diversity measures, verifying the company's commitment to the Equality Act 2010 and other legislation as listed:
 - The Rehabilitation of Offenders Act 1974
 - Equal Pay Acts 1970 and 1983
 - Human Rights Act 1998
 - Special Educational Needs & Disability Discrimination Act 2001
- To ensure that our recruitment process is an equal and fair for both employees and apprentices we ensure the following:
 - CV's submitted are to be anonymised
 - The inclusion of diversity and monitoring forms
 - Monitoring of recruitment profiles
 - Objective, consistent, and non-discriminatory practice, resulting in the best person being selected for the job.
- To ensure active induction for all new recruits highlighting equality and diversity expectations

Breaches of Policy and Complaints

Acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence. Staff and Learners who feel they are being discriminated against should seek resolution through the relevant complaints procedure if unable to resolve through informal means.

Staff should refer to the grievance procedure within the staff handbook and Learners to the complaint's procedure.

Each learner is issued with the complaint's procedure and appeal form as part of the portfolio documentation.

Disciplinary action could include dismissal in the case of staff and expulsion in the case of Learners.

Staff or Learners who feel that they have experienced discrimination from members of the public will receive support from the centre and the centre will take appropriate action where discrimination has been found.

Prospective Learners who feel that they have been unfairly treated during the referral process should raise their concerns with the relevant local authority education department.



James Education

10052618 / GO-4 Equality & Diversity

This policy was last reviewed by: Sarah James	Date: September 2021
To be reviewed: August 2022	Signed: 