

Training
for
today

www.trainingfortoday.co.uk

Equality & Diversity Policy

(Including embedded Single Equality Status)



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Safe n Sound Mission/vision

The Equality & Diversity Policy sits within the Safe n Sound framework at Training for today. This framework has been developed to bring together the key principles of Equality & Diversity, Health & Safety and Safeguarding within an umbrella of strategic direction and operational support.

Safe n Sound Mission

Through developing practice, collaboration, research and dissemination the Safe n Sound steering group seeks to ensure that everyone in our care receives support which meets their individual needs. The Safe n Sound steering group works in partnership with the following operational teams;

- Equality & Diversity
- Health & safety
- Information Advice & Guidance (IAG)
- Safeguarding

Safe n Sound Vision

'A safe and respectful learning environment for all.'

Training for today's commitment to Equality & Diversity

Training for today is committed to creating an environment where learners, customers, staff and stakeholders celebrate equality and diversity in all activities.

We respect all our learners and staff and value their differences.

We do not tolerate any form of discrimination or harassment. We will ensure to the best of our ability that learners, customers, staff and stakeholders are not discriminated against directly or indirectly because of their gender, race, disability, age, religion/belief, marital status or sexual orientation.

We value everyone as an individual and celebrate diversity.

Training for today's Equality and Diversity Policy applies to the whole Training for today community and will implement the relevant legislation where applicable – Training for today, Equality Legislation (Control 405), these are:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1975
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999) (Indirect Discrimination & Burden of Proof Regulations 2001)
- Race Relations Act 1976 (Race Relations Amendment Act 2000)
- Disability Discrimination Act 1995 (Disability Discrimination Act Part 4 – Special Educational Needs and Disability Act 2001)
- The Protection from Harassment Act 1997
- Data Protection Act 1998
- Public Interest Disclosure Act 1998
- Human Rights Act 1998
- Employment Equality Regulations 2006 (Age)

- Employment Equality Regulations 2003 (Religion/Belief) (Sexual Orientation) (Amendment Regulations 2007)
- Race Relations (Amendment Act 2000)

Equality Scheme

Training for today is committed to equality and diversity and to demonstrate this we have built our Equality and Diversity Policy around three central pieces of legislation.

These are:

- Race Relations (Amendments) Act 2000 (RRAA)
- Disability Discrimination Act (DDA) 2005
- Equality Act 2006

Training for today, acknowledge that equality and diversity means more than the promotion of race, disability and gender equality. We therefore regard the following legislation as fundamental to our Equality Scheme:

- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulation 2003
- Employment Equality (Religion or Belief) Regulations 2003

Equality & Diversity Policy

1. Policy Aim

- 1.1 Training for today is committed to creating an environment where learners, customers, staff and other stakeholders celebrate equality and diversity in all activities and promote the outcomes of Every Child Matters.
- 1.2 Training for today is committed to creating a place where everyone, whatever their circumstances and/or background:
 - ✓ Is fully respected
 - ✓ Is listened to and encouraged to give their views
 - ✓ Feels welcome
 - ✓ Is treated in a friendly way
 - ✓ Is treated in an equal way
 - ✓ Has equality of opportunity
 - ✓ Has full access to all activities wherever possible
- 1.3 Discrimination on the grounds of age, disability, race, gender, marital status, nationality/citizenship, religion/belief, sexuality, gender re-assignment, social background or any personal characteristic of the individual(s) will not be tolerated. Learners, customers, staff and other stakeholders are expected to behave in a way which makes other people feel accepted, safe and comfortable.
- 1.4 Training for today values everyone as an individual and celebrates diversity by encouraging people to be successful.

2. Policy Statements

- 2.1 Training for today will work to ensure that:
 - Equality of opportunity is embedded in all policies, practices, decision making and evaluation processes
 - Impact assessments are completed which values difference and raises aspiration
 - Flexible opportunities are offered which meet local learning needs and enable all learners to realise their potential

- All staff are clear about standards and strategies to meet diverse learner needs and are equipped to respond effectively
- The fullest participation of all learners and staff is secured in all areas of training centre life
- Issues of under-representation will be addressed and where appropriate incorporated into equality and diversity impact measures
- There are clear procedures for challenging discrimination, harassment and unacceptable behaviour – Equality & Diversity Code of Behaviour (Control 111)
- Rigorous analysis is undertaken to identify equality gaps and strategies to address these issues are implemented and monitored through equality and diversity impact measures – Equality & Diversity Staff Questionnaire (Control 087), Equality & Diversity Questionnaire for learners through Quizdom
- Comprehensive and imaginative feedback systems are developed to capture learner, staff and stakeholder perceptions of our performance and potential for improvement
- Positive images of achievement from all sections of society are recognised and celebrated
- No member of the Training for today community is unfairly disadvantaged because of their social or economic background
- Job applications are welcomed from all sections of society and selection is made on the basis of specific skills and abilities. Exceptions are only permitted in the event that there is a genuine occupational requirement
- New staff are introduced and assessed on current Equality & Diversity legislation at induction and training requirements identified – Equality & Diversity (Control 335), Training for today, Equal Opportunity & Diversity Policy Statement (Control 655)

- 2.2 Inclusiveness is central to all the decisions and actions of the Training centre staff. Staff and senior management are responsible for ensuring that they are aware of, and meet, their statutory responsibilities. Learners are made of, and expected to behave in a way that is consistent with, Training for today's Equality and Diversity Policy. Individual breaches of the policy will be dealt with under the Learner or Staff Disciplinary Procedure. Training for today will support individuals who have a justified complaint. The Whistle blowing procedure may be one mechanism in which an issue could be raised.
- 2.3 Training for today believes a commitment to equality is more effectively met when it is embedded across a range of activities and is alert to the need to demonstrate the efficiency of commitments which are implicit and integrated. Training for today will also develop a clear set of equality and diversity measures to assess the impact of its policy and practice and benchmark Training for today's performance against comparable outcomes.
- 2.4 The following sections of the policy support the overall aim above and the policy statements at 2.1 above and consider particular aspects of equality and diversity.
- 2.5 The Operations Director is responsible for monitoring this policy and will provide regular reports to Senior Management Team as appropriate.

3. Gender

3.1 Position Statement

Training for today:

- Work actively to create a supportive and inclusive environment for all that enables full participation and success in learning and employment and will open up opportunities by actively combating discrimination in every area of training centre life. Training for today will not allow sexual harassment or unfavourable treatment in any form.

- Recognise that people are often treated unfairly in terms of education, training and employment because of their gender. Training for today aims to eradicate gender discrimination and to actively promote gender equality.
- Recognise the importance of listening and responding to the needs of every individual involved in training centre life. We understand the potential damage that may be caused by gender discrimination and will take positive action to break this cycle.

3.2 Policy Statement

Training for today will:

- Oppose sexism and be committed to taking positive action to identify and remove sexism from training centre life.
- Be proactive in the development of equality of opportunity for all throughout their Training for today career.
- Monitor and review the participation and performance of male and female learners and redress inequalities.
- Positively encourage learners into non-traditional areas of study and work to minimise gender stereotyping.
- Not tolerate sexual harassment in any area of training centre life. Any incidences of sexual harassment will be vigorously challenged through Training for today's disciplinary procedures.
- Not tolerate discrimination on the grounds of gender re-assignment towards trans-gendered or transsexual people.
- Ensure that policies, procedures and opportunities for professional development will be family-friendly to encourage full participation.

4. Sexual Orientation

4.1 Position Statement

Training for today:

- Is working actively to create a supportive and inclusive environment for all which is conducive to excellent practice in education, training and employment. Training for today actively combats discrimination, sexual harassment or unfavourable treatment in every area of training centre life.
- Recognises that people are often treated unfairly in terms of education, training and employment because of their sexuality. Training for today's aim is to eradicate discrimination on ground of sexuality and to promote equality of opportunity for all.

4.2 Policy Statement

Training for today will:

- Strongly oppose discrimination on the grounds of sexuality and are committed to taking positive action to identify and remove homophobia from training centre life.
- Encourage positive acceptance of gay, lesbian, bisexual, gender re-assignment and heterosexual people.
- Not tolerate homophobic harassment in any area of training centre life. Training for today commitments will be made explicit to new learners and staff. Sexual harassment and discrimination will be challenged through Training for today's disciplinary procedures.
- Employment policies and procedures will be family-friendly and will apply equally to household based on same-sex partnerships and to non-traditional parenting and care arrangements where appropriate legislation is in place.

5. Disability

5.1 Position Statement

Training for today:

- Aims to identify and eliminate attitudes, practices and procedures that discriminate against people on the grounds of disability and/or learning difficulty.
- Is committed to ensuring an inclusive, professional and friendly environment for learners, employees and members of the public with disabilities and/or learning difficulties.

5.2 Policy Statements

5.2.1 Training for today fully accepts its responsibilities under Disability Discrimination Act Part 4 (and any subsequent amendments thereto) and is committed to making any reasonable adjustments within the Corporate business activities that will promote equal access and opportunity for learners, employees and members of the public with disabilities and/or learning difficulties using Training for today's facilities – Disability Statement (Control 577)

5.2.2 Training for today will ensure that all disabled learners and learners with learning difficulties have access to:

- Appropriate opportunities to disclose disability and/or learning difficulty throughout their time as a learning at Training for today.
- Flexible and inclusive learning opportunities.
- Assessment of need to ensure that any reasonable adjustments to Training for today provision is made and is appropriate to the individual.
- Direct and indirect, learner centred learning support to enable access to Training for today provision including specialist equipment and technology.
- All other aspects of Training for today provision.
- Information in relevant formats to ensure equal access.
- Information on support available.

5.2.3 Training for today will ensure that all potential and current employees with disabilities and/or learning difficulties have access to:

- Appropriate opportunities to disclose disability and/or learning difficulty throughout their time as an employee at Training for today.
- Employment opportunities including promotion and are not refused due specifically to a disability and/or learning difficulty.
- Specialist equipment and technology and other reasonable adjustments to allow equal opportunity as an employee.
- Information in relevant formats to ensure equal access.
- Training for today will maintain strong links with external agencies to ensure the provision of appropriate and effective support for staff with disabilities and/or learning difficulties.

5.2.4 Training for today is committed to:

- Ensuring that its services and facilities are open to the public.
- Equal and dignified treatment in the provision of those services and facilities.
- Continual improvement in all aspects of equal access in all areas of Training for today provision.
- Maintaining strong links with external agencies to ensure the provision of appropriate and effective support for learners with disabilities and/or learning difficulties.
- Undertaking health and safety risk assessments to assess entry onto programmes where appropriate.

6. Religious Observance or belief

6.1 Position Statement

6.1.1 Training for today recognises the need to ensure compliance with the Employment Equality (Religion or Belief) Regulations (and any subsequent amendments thereto) under which it is unlawful to discriminate against workers because of religion or similar belief.

6.1.2 For the purpose of treating all students and employees equally on religious grounds, Training for today defines religion or belief as being any named religion, religious belief or similar philosophical belief. It will therefore be for the Employment Tribunals and other Courts to decide whether particular circumstances are covered by the regulations

6.2 Policy Statement

Training for today will:

- Not discriminate directly against anyone. That is, to treat them less favourably than others because of their religion or belief
- Not discriminate indirectly against anyone. That is to apply a criterion, provision or practice which disadvantages people of a particular religion or belief unless it can be objectively justified
- Not subject anyone to harassment. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment having regard to all circumstances and the perception of the victim
 - Not victimise anyone because they have made, or intend to make a complaint, or allegation, or have given or intend to give evidence in relation to a complaint of discrimination on the grounds of religion or belief
 - Not discriminate or harass anyone in certain circumstances after the working relationship has ended

7. Race and Ethnicity

7.1 Position Statement

Training for today:

- Is committed to promoting equality of opportunity and good race relations between persons of different groups and avoiding racial discrimination, whether direct or indirect
- Recognise its responsibilities under the race Relations Act 1976 (and any subsequent amendments thereto)

7.2 Policy Statements

7.2.1 Training for today actively supports and welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of its mission that can be made by individuals from a wide range of backgrounds and experiences

7.2.2

Training for today is committed to:

- Actively tackling racial discrimination, and promoting racial equality and good race relations
- Encouraging, supporting and helping all learners and staff to reach their potential
- Working with other institutions, local communities and others to tackle racial discrimination and to encourage and promote good practice in achieving race equality
- Assessing the effects of the policy on staff and learners from different racial groups
- Monitoring, by racial group, the admission and progress of learners, and the recruitment and career development of staff
- Promoting the race equality policy inside and outside of Training for today

8. Age

8.1 Position Statement

Training for today:

- Recognises that people are often discriminated against and stereotyped because of their age. This is evident in the range of beliefs, assumptions and attitudes which underpin judgements about an individual's potential, behaviour and preferences
- Believes that prejudice and discrimination on the grounds of age ('ageism') have no place in a training environment. There should be no discrimination employment on the grounds of age, subject to normal arrangements for employees to retire. Training for today will not discriminate against learners on the grounds of age, except where age is a mandatory criteria for entry to the course
- Recognises the value of Life Long Learning and that an individual's life experiences add to their role as a member of the Training for today community and their personal learning experience

8.2 Policy Statement

Training for today will:

- Promote and actively support educational achievement for all people of all ages
- Work to remove arbitrary age barriers to educational access and to the realisation of individual potential and success
- Promote learning experiences which meet the needs of particular cohorts
- Promote actively up-skilling and re-training programmes for those in paid employment or who wish to re-enter training
- Develop teaching and learning and support strategies to meet the particular needs of learners from different age groups
- Promote positive images of achievement by people of all ages and which recognise and celebrate the knowledge

and experience which people bring to their learning throughout life

- Welcome job applications from all age groups and select on the basis of specified skills and abilities

9. Ex-Offenders

9.1 Position Statement

Training for today:

- Recognises the requirement of the Rehabilitation of Offenders Act 1974 (and any subsequent amendments thereof), in terms of the right of individuals seeking to gain employment with Training for today or seeking to join a Training for today programme not to be questioned about offences which are spent
- Recognises that the Act sets education as an exception to this, where education is the occupation

9.2 Policy Statement

Training for today will:

- Not discriminate against any individual seeking employment or enrolling on the grounds of previous offences, with the exception of circumstances that might put existing staff or learners in danger
- In the appointment/application process meet the requirements of the Act apart from where the exception in terms of education is applicable

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Training for today complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. Training for today will not discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Training for today actively promotes equality of opportunity for the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records

10. Personal Characteristics

10.1 Position Statement

Training for today:

- Will work actively to create a supportive and inclusive environment for all, that enables full participation and success in learning and employment and will open up opportunities by actively combating discrimination in every area of training centre life
- Recognises that people can be treated unfairly in terms of education, training and employment because of personal characteristics; Training for today aims to eradicate such discrimination

Related Policies

Other related policies which support the Equality & Diversity Policy include:

- Safeguarding Policy Handbook (Control 241)
- Safeguarding Policy Summary (Control 242)
- Safeguarding Learner Handbook (Control 088)
- E-Safety Policy (Control 016)
- IAG Booklet (Control 432)
- Health & Safety Statement of Intent & Policy (Control 019)
- Whistle blowing (Control 531)

Availability: Training for today website: www.trainingfortoday.co.uk
Training for today Staff Intranet (see locations next to individual policies).

Consideration will be given to requests for this document in other formats; Please ring 01204 43 99 00 and ask for the Equality and Diversity Officer.

Training *for* today

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