



L & E Education Ltd: Equality and Diversity Policy

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Equality and Diversity Policy

L & E Education aims to ensure that no employee or trainee or any potential employees will receive less favourable consideration or treatment by virtue of his or her age, gender, race, colour, disability, marital status, sexual orientation, nationality or ethnic origin maternity or pregnancy, or gender assignment. Furthermore, we aim to ensure that no person would be disadvantaged by any condition or requirement, which cannot be shown as, justified. We will support and advance the requirement aims and objectives of the Equality Act 2010, the Public Sector Equality Duty, and specific duties of 2011.

We will: -

- monitor and publish sufficient information to demonstrate our compliance with the general equality duty across our business.
- prepare and publish one or more main objectives to show we are working on meeting one or more of the general equality duty aims.
- publish at least one objective every four years from 2012 and further information demonstrating compliance against that objective at least annually and to publish further equality objectives at least once every four years.
- promote this policy via staff and learner inductions, staff CPD, via learner and employer handbooks, publish it on our website and on SharePoint for staff. We will publish and promote the policy along with its associated aims within our premises.
- consider this policy as part of our quality improvement plans, when recruiting staff or learners, in designing, planning, and delivering, apprenticeship training and working with employers, and apprentices.

Our Published Objective

L & E Education aim is to positively promote equality in diversity for staff and learners, our stated objective is in doing so will be reflected in our delivery to learner groups (as measured by the ESFA allowing wider comparison) with protected characteristics will succeed at rate within the limits of statistical significance (or better) than those without comparable protected characteristics.

Currently the ESFA comparison used are (Gender), Ethnicity (British/Other) (White\ Other Minority), Disability (None declared\ Self-declared) and Age.

Equality and Diversity (Equal Opportunities) Policy

(This policy covers all provision including the ESF funded Projects where stated)

Purpose:

This policy aims to set out L & E Education's position regarding roll out of the Equality & Diversity (Equal Opportunities Policy)

Scope of this policy

The policy scope covers the nine protected characteristics of the Equality Act 2010 L & E Education aims to ensure that no employee, trainee, participant, or potential employee will receive less favourable consideration or treatment by virtue of age, gender, race, colour, marital or civil partnership status, sexual orientation, disability, nationality or ethnic origin, belief, religion gender assignment, pregnancy, or maternity status. Furthermore, we aim to ensure that no person will be disadvantaged by any condition or requirement, which cannot be shown as, justified.

The overall objectives of the policy are to ensure that L & E Education and its staff are positive about equality, promote it within our business and as a result will access the wider labour market and engage the services of the most suitable employees to deliver to and help create a safe environment for all protected groups. We aim that all applicants, learners, and employees are treated in a fair and consistent manner; supported in achieving their full potential to the benefit of the company and themselves. L & E Education will ensure that it engages competent, skilled workforce and reflecting where possible, the ethnic mix of the local community.

For this policy to be successful, the cooperation of all employees is vital. However, L & E Education is ultimately responsible for achieving the objectives outlined and for ensuring full compliance with the relevant Acts of Parliament including the Equality Act 2010 and Codes of Practice. Misappropriate actions against this policy and the laws on which they are based, will be considered a serious offence, and will incur disciplinary actions or dismissal.

Aims

L & E Education has formulated aims from the core values of our organisation, recognising that this includes duties to work to and have due regard to Equality Act 2010:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

L & E Education notes The Equality Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics.
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people;
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The Equality Act states that meeting different needs includes taking steps to take account of disabled people's disabilities.

The Act describes fostering good relations as tackling prejudice and promoting understanding between people from different groups and our aim are to ensure this underpins L & E Education's delivery and wider business interactions.

The following overarching key objectives and aims are central to policy and how we will do business. We will engage employers, learners, and staff with this policy by our Directors and Management working with our staff to ensure these aims of the policy are a living part of our ways of working.

This will include recruitment, training and support for staff and learners, and support employers and subcontractors.

- Aim to replicate the composition of the Local community within its workforce.
- Aim to prepare Learners for a diverse society and world.
- Aim to respect and value the linguistic, cultural, and religious diversity in the community.

Equality and Diversity Policy

- Aim to ensure that we meet the diverse needs of our Learners.
- Aim to ensure that an inclusive ethos is established and maintained.
- Acknowledging the existence of racism and being proactive in tackling and eliminating racial discrimination
- Ensuring our organisation is a place where everyone irrespective of their race, colour, ethnic or national origin or their citizenship, feels welcomed and valued.
- Ensuring that racial equality is an integral part of all planning and decision making throughout our organisation.
- Make reasonable adjustment to take account of disabled people's disabilities in line with the equality Act

A commitment to monitoring of progress towards any key objectives – including monitoring representation and performance of different groups.

Our policy is inclusive of all aspects of employment, training, and conditions of service.

For monitoring purposes only, L & E Education maintains information on gender, racial origin, and disability of all its applicants and employees, past and present. As a pre-requisite of our contract, we systematically track and monitor these records. This further enables us to eliminate any unlawful direct or indirect discrimination and promote equality of opportunity.

We endeavour to help disadvantaged and/or underrepresented groups to compete for jobs and training on a genuine basis of equality.

L & E Education's Equality and Diversity Policy and the mechanisms to implement it have been formulated based on advice from the relevant bodies and is summarised for Employment see section below.

The Managing Director is responsible for the effective operation of the company's Policy.

A copy of the Equality and Diversity (Equal Opportunities) Policy is available on company SharePoint, and on our website.

Employment

Advertising of vacancies:

- We will advertise all vacancies, internally and externally at the same time.
- We will ensure that knowledge of vacancies (staff) reaches underrepresented and disadvantaged groups through adverts in local and minority media, job centres and other relevant organisations.
- Vacancies for learners will be advertised through the career's services, local media and where possible colleges and schools.
- All vacancy adverts will include a brief description of our equal opportunity statement.

Selection & Recruitment:

Where possible, to have more than one person involved in the selection, interview, and recruitment process.

- All parties involved in recruitment of L & E Education staff will be trained in equality of opportunities.
- To involve in the selection and recruitment process, women, disabled and minorities.
- To make clear our responsibility under equality does not preclude our responsibilities under Safeguarding or Prevent, and recruitment guidance included in KCSIE in protecting the learners, staff, partners, and the wider community.
- Employment will require an enhanced DBS, and to achieve a satisfactory pass in appropriate Safeguarding and Prevent Training prior to employment or within the probationary period, no probationary period will be deemed as passed until these are achieved regardless of any other agreed targets set as a pre-employment requirement. Training will be ongoing in Equality, Safeguarding and Prevent to help underpin a common understanding of the need to facilitate and promote British values, be aware of vulnerable groups, and discourage extremist views which may impact others' rights, freedoms, and the rule of law.
- Explanations for the selection and rejection of applicants will be recorded.

Training:

L & E Education will ensure that job descriptions are accurate for each post advertised and frequently reviewed and updated where appropriate.

- All staff will be regularly evaluated to identify any additional training needs.
- We will encourage staff to apply for training and employment opportunities within the company.
- Where a need is identified, we will recruit and/or train competent staff to deliver suitable training and support.
- Staff will be required as part of their induction to receive training related to this policy and participate in CPD related to Equality and Diversity and how they can support the implementation of this policy, the policy aims and plans to promote equality and diversity as part of our ways of working.

Conditions of service:

- All personnel records will be kept confidential and accessed by authorised person/s only.
- Records on staff will include details on gender, racial origin, and disability.
- Staff will have restricted access to view files held on them and where necessary to issue instructions for corrections in line with our GDPR policy.
- All complaints and grievances should be addressed in the first instance to the line manager; L & E Education has clear guidance on complaints and appeals procedures.
- Staff will treat all individuals with respect and endeavour to promote equality and are expected to report where they believe they have identified discrimination against those with protected characteristics. Staff involved with discrimination against individuals with protected characteristic within the workplace or external to L & E Education may be subject to disciplinary action including up to including dismissal.

Learner Delivery

- Delivery staff will be required to demonstrate they are integrating the promotion of equality and diversity, along with active delivery of the Prevent aims within their schemes of work and delivery. Aimed at the improvement of learners understanding of Equality and Diversity, British values, and

Equality and Diversity Policy

feeling safe within the learning environment. Delivery staff will be risk rated on delivery this will be reflected in L & E Education's teaching and assessment rating procedure delivery staff will be expected to develop and improve based on feedback to agreed timescales

We have wider policies aimed at ensuring those with protected characteristics are treated with equality and respect these are listed below.

Where staff or learners believe they are not being treated with equality we encourage them to raise their concerns via our Senior Management team equality lead below

Elizabeth Naylor– and can be contacted via 01709 351926 or Elizabeth.naylor@le-education.co.uk

Alternatively, staff learners and visitors can use our formal complaints policy to raise equality issues and we are committed to responding to all complaints within 10 working days.

Where staff or learners have discriminated against learners' visitors, staff or potential staff or learners based on a protected characteristic we will take disciplinary action up to and including dismissal for staff or removal from course for learners. Relevant authorities including the police will be informed as appropriate.

Policy Reviews

This policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other policies and procedures, please contact: info@le-education.co.uk