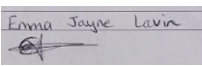
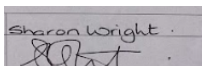




MODERN DAY SLAVERY POLICY

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Author	Authorised by	Version Number	Issue Date
Emma Jayne Lavin Sharon Wright	Emma Jayne Lavin	2	October 2025
Role	SIGNED	SIGNED	Review Date
Proprietor / QA			October 2026

Everyday Lessons Modern Slavery Policy

Available in alternative formats: Large print, or other formats are available on request. Please contact Everyday Lessons.

Policy Statement

Everyday Lessons is committed to preventing modern slavery and human trafficking in all of its operations and supply chains. We have zero tolerance for slavery, forced labour, human trafficking, or exploitation of any kind.

This policy applies to:

- All staff (full-time, part-time, permanent, temporary, and agency)
- Learners and applicants for training
- Visitors, contractors, and subcontractors acting on behalf of Everyday Lessons

We expect everyone connected to Everyday Lessons to act ethically, responsibly, and in accordance with this policy.

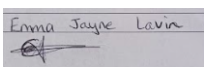
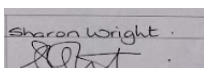
Purpose

The purpose of this policy is to:

1. Prevent modern slavery and human trafficking in our business operations.
 2. Identify and mitigate risks in our supply chains.
 3. Ensure all staff, learners, and partners are aware of the signs of modern slavery and how to report concerns.
 4. Demonstrate our commitment to ethical and responsible business practices.
-

Scope

This policy applies to all aspects of our organisation, including:

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- Recruitment and employment practices
- Supplier and contractor relationships
- Education and training provision
- Operational and administrative functions

Definitions

- **Modern Slavery:** Encompasses slavery, servitude, forced or compulsory labour, and human trafficking.
 - **Forced Labour:** Work performed involuntarily under threat or coercion.
 - **Human Trafficking:** The recruitment, transport, transfer, harbouring, or receipt of persons through coercion, deception, or abuse of power for exploitation.
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Roles & Responsibilities

Managing Director

- Provide leadership and ensure adherence to this policy.
- Ensure modern slavery risks are considered in corporate planning.
- Oversee the implementation and effectiveness of the policy.

Quality Development Manager

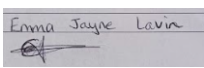
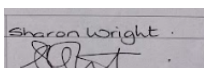
- Advise on legal compliance and best practice regarding modern slavery.
- Monitor risks in supply chains and report concerns.
- Provide training and raise awareness among staff and learners.
- Investigate any suspected instances of modern slavery in coordination with senior management.

All Staff

- Act ethically and in accordance with this policy.
- Be vigilant for signs of modern slavery in colleagues, learners, or suppliers.
- Report any concerns promptly to the Head of Centre or designated officer.

Learners

- Be aware of modern slavery issues and report any concerns.
- Support a safe and ethical learning environment.

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Reporting and Whistleblowing

- Staff, learners, and third parties can report concerns confidentially to the **Head of Centre, Emma Jayne Lavin**, or a designated senior manager.
 - Reports may be made verbally or in writing.
 - Everyday Lessons will investigate all reports promptly and thoroughly.
 - Retaliation against anyone reporting concerns in good faith is strictly prohibited.
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Supplier and Contractor Requirements

All suppliers, contractors, and subcontractors engaged by Everyday Lessons are expected to:

- Comply with all laws relating to modern slavery.
- Implement their own anti-slavery and human trafficking policies.
- Cooperate fully with any audits or investigations by Everyday Lessons.

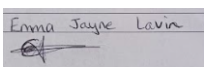
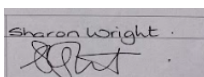
Contracts and procurement processes will include clauses requiring compliance with this policy.

Training and Awareness

- All staff and relevant learners will receive training on modern slavery awareness, including how to identify and report concerns.
 - Awareness materials will be regularly updated and communicated.
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Monitoring and Review

- The Senior Management Team will review the Modern Slavery Policy annually.
- Monitoring includes:
 - Reports of concerns or incidents
 - Supplier compliance checks
 - Staff and learner training records

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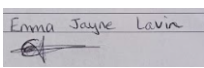
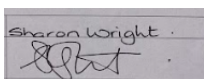
- Records of investigations and actions will be maintained for **3 years**.
- Policy updates will be communicated to all staff, learners, and relevant partners.

Compliance

Non-compliance with this policy may result in disciplinary action, contract termination, or legal proceedings, depending on the severity of the breach.

Additional Information

- **Modern Slavery Act 2015**
- **Home Office – Modern Slavery Guidance:**
<https://www.gov.uk/government/collections/modern-slavery>
- **Gangmasters & Labour Abuse Authority (GLAA):** <https://www.gla.gov.uk/>

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