

Equality, Diversity, and Inclusion Policy

Date effective	Policy review date	Approver
19/06/2024	19/06/2025	John Sutton
Version 4 :		



Introduction

Trade Skills 4U is committed to promoting equality, diversity, and inclusion both in terms of student education and for our workforce, visitors, and contractors. We want everyone to feel respected, and able to give their best. Furthermore, our aim is to ensure that our workforce is truly representative of all sections of society, including our students. This Policy document sets out how we intend to meet our legal duties and the responsibilities of everyone who works or studies at Trade Skills 4U.

Policy Statement

Trade Skills 4U committed to creating an inclusive environment for work and study to ensure that staff and students are valued and respected. We will achieve this by providing a fair, equitable, and mutually supportive learning and working environment; that is free from any type of discrimination. This Equality, Diversity and inclusivity Policy is intended to enable all individuals' equal opportunity for personal development and growth to realise their full potential, and that students are encouraged to thrive academically.

Trade Skills 4U will:

- Create an environment that is free of bullying, harassment and victimisation whilst respecting the diversity of those who work and learn with us.
- Adhere to relevant legislation and regulatory requirements of the Equality Act 2010.
- Oppose and avoid all forms of unlawful discrimination relating to employment legislation for example pay and benefits, conditions of employment, policies and procedures relating to working practices.
- Address all forms of prejudice and discrimination to ensure all individuals can work, learn, and progress with confidence.

Trade Skills 4U will not:

Tolerate any forms of discrimination based upon the following:

- Direct or indirect discrimination, associative discrimination, perceptive discrimination, bullying, harassment, victimisation, third party harassment.
- Forms of discrimination, bullying or harassment based on the grounds of protected characteristics of age, gender reassignment, marriage and civil partnership, pregnancy and maternity, disability, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.

Roles and Responsibilities.

The Head of Operations is responsible for the implementation of Equality, Diversity, and inclusivity Policy in close cooperation with the Centre Managers. The Head of Operations will regularly brief the Senior Management Team of Trade Skills 4U on the progress against achieving the aims of this policy with particular attention to the Apprenticeship Programme.

Leaders and Managers will:

- Ensure all staff are made aware of the company's Equality, Diversity, and inclusivity Policy and our commitment as a company.
- Monitor activity relating to equality, diversity, and inclusivity to ensure that commitments are being achieved.
- Analyse of data to inform future planning to improve the representation, participation, and success of underrepresented and underachieving groups.
- Monitor processes and procedures linked to the Equality, Diversity, and inclusivity Policy to ensure that they remain current, relevant, and reflective of practice.
- Monitor equality, diversity, and inclusivity within the apprenticeship programme and where required, take action.
- Ensure equality, diversity, and inclusivity training is given to all new members of staff as part of their induction, and staff are fully conversant with the policies, they are required to implement.
- Lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity.

Tutors and Staff supporting Students will:

- Prospective students (including Apprentices) receive a prompt and, impartial service when enquiring about learning programmes.
- Have high expectations of all students regardless of their age, disability, race religion or belief, gender, gender reassignment, sexual orientation, or any other grounds.
- Ensure that resources and curriculum materials do not exclude any individual or group of students.
- Teaching materials, content and methods are appropriate and meet the needs of students.
- Create a classroom ethos and learning environment which is inclusive and enables students to feel comfortable and is conducive to students realising their full potential.
- Provide guidance and students to additional support services where necessary.
- Challenge incidents of inappropriate language and behaviour, and stereotyping.
- Take appropriate and immediate action in the event of incidents of bullying, harassment, victimisation, or discrimination.
- Review practice, content, and delivery to improve promotion equality, diversity, and inclusivity.

- Ensure they are fully conversant with the policies they are required to implement and can explain them to student should it be deemed necessary.

Students will:

- Be made aware of our Equality, Diversity, and inclusivity Policy and other linked procedures on induction, and the requirement to adhere to the policy.
- Be informed their responsibilities in terms of equality diversity and inclusivity.
- Be required to treat fellow students, staff, and visitors with respect.
- Be informed of and encouraged to report any concerns and / or incidents of bullying, harassment, victimisation, or discrimination.

Dealing with Bullying, Harassment, Victimisation, and Discrimination

All staff and students are encouraged to challenge and report any incidents of discrimination to their Line Manager/Supervisor or Centre Manager or the Student Services Team, in person at the first available instance. All dialogue will be treated in confidence and with sensitivity. We perceive bullying, harassment, victimisation, and discrimination of any individual (student or staff member) as being contradictory to our values and will not be tolerated. Any allegations of such behaviour or inappropriate practice will be investigated, and action taken if deemed necessary in accordance with our policies and guidelines. Trade Skills 4U has a robust complaints policy. All complaints are monitored to identify bullying, harassment, victimisation, and discrimination.

Any student making an allegation of bullying, harassment, victimisation, or discrimination will be fully supported throughout by student services. Students are provided with information on the Complaints Policy at induction. They will also be advised of the Complaints Policy and how it operates when raising a concern. Allegations of bullying, harassment, victimisation, or discrimination by students towards staff or other students will be dealt with under Student Disciplinary Procedures.

Where member of staff makes an allegation of bullying, harassment, victimisation, or discrimination they will be fully supported throughout by a nominated manager. The allegation will be dealt with in line with the relevant procedures. Staff are provided with information on the Grievance Procedure at induction. They will also be advised of the Grievance Procedure and how it operates when raising a concern.

Any behaviours considered as Safeguarding will be dealt with by the SPOC for Safeguarding.

Monitoring and Review

Where a concern is raised that will impact on the areas highlighted in the equality and diversity policy TS4U will investigate and the SPOC for Safeguarding and Prevent will record and monitor any concern to resolve. This is tracked and monitored by the board.

Definitions - Glossary of Terms

Protected characteristics covered by the Equality Act 2010 are:

- age
- disability
- gender reassignment

- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Bullying and harassment - is behaviour that makes someone feel intimidated or offended. Bullying itself is not against the law, but harassment is under the Equality Act 2010 when related to a protected characteristic. Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities.

Direct Discrimination - is when someone is treated differently and worse than someone else for certain reasons.

Indirect Discrimination - can happen when there are rules or arrangements that apply to a group (for example employees or job applicants), but in practice they are less fair to a certain protected characteristic.

Associative Discrimination (or discrimination by association) - is when you treat someone unfairly because of someone else's protected characteristic. For example, not employing a mother because she has a disabled child.

Victimisation - is defined as treating someone badly because they have done a 'protected act' (or because you believe that a person has done or is going to do a protected act). A 'protected act' is making a claim or complaint of discrimination (under the Equality Act). A person is not protected from victimisation if they have maliciously made or supported an untrue complaint.