



Equality, Diversity and Equal Opportunities Policy

Policy Statement

Inspire Middlesex College is committed to equality of opportunity and to a proactive and inclusive approach to equality which supports and encourages all groups, promotes an inclusive culture and values diversity.

We are, therefore, committed to a policy and practice that, for apprentices and other learners, will be determined only by personal merit and performance. For staff, entry into employment with the college will be determined only by personal merit and the application of criteria which are related to the duties and conditions of each post and the needs of Inspire Middlesex College.

Subject to statutory provisions, no apprentice or other learner or member of staff will be treated less favourably than another because of her or his belonging to a protected group.

Inspire Middlesex College respects all religious and philosophical beliefs, and the right of its community to discuss and debate these issues freely.

If any person is admitted as an apprentice or other learner or appointed as a member of staff and feels that he or she is suffering from unlawful discrimination, victimisation or harassment in their admission or appointment, he or she may make a complaint, which will be dealt with in line with the agreed procedures for complaints, Grievances or the procedure for dealing with Bullying and Harassment as appropriate.

The College will not tolerate any forms of direct, indirect, associative or perceptive discrimination nor bullying and harassment and is committed to ensuring that staff, apprentices, learners and customers are not treated unfairly in relation to any protected characteristic covered by the Equality Act 2010 (and any secondary legislation:

- Age;
- Disability (which includes mental health and people diagnosed as clinically obese);
- Race;

- Religion or belief;
- Sex;
- Sexual orientation;
- Gender re-assignment (people who have had or are having a sex change, transvestites and transgender people);
- Marriage and civil partnership;
- Pregnancy and maternity.

Breaches of this policy may be regarded as misconduct and be subject to the relevant apprentice/learner or employee disciplinary procedures.

This policy outlines how we:

- promote the policy
- achieve commitment to the policy throughout our organisation
- train our staff in implementing the policy
- consider the policy when recruiting, delivering apprenticeship training and working with employers and apprentices
- implement the policy when training apprentices

It also evidences how the policy influences the recruitment of our staff and apprentices.

The policy should be read in conjunction with:

- Bullying and Harassment Policy and Procedure (Staff)
- Bullying and Harassment Policy and Procedure (Learners/Apprentices)
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Recruitment Policy
- Safeguarding Policy
- Prevent Duty Policy
- Learner Admissions Policy
- Teaching and Learning Strategy
- Staff and Learner handbook

Promotion and achieving commitment to the policy

Inspire Middlesex College will take proactive steps to promote good practice, in particular:

- Publish this policy amongst staff, apprentices and other learners to share information on policy assessments, equality analysis and results of monitoring.

- Subject its policies to continuous assessment in order to examine how they affect protected groups and to identify whether its policies help to achieve equality of opportunity for all these groups.
- Monitor the recruitment and progress of all apprentices or other learners and staff, collecting and collating equalities information and data as required.
- Work towards the elimination of unlawful discrimination, harassment and victimisation towards a protected characteristic, whether actual, perceptive or otherwise.
- Promote an inclusive culture, good practice in teaching, learning and assessment and good management practice through the development of best practice, policies and training.
- Take positive action to support this Policy and its aims.

This Equality, Diversity and Equal Opportunities Policy will be enacted through Inspire Middlesex College's equality objectives and associated implementation plans. This will demonstrate how Inspire Middlesex College will fulfil its statutory obligations in relation to equalities legislation as follows:

- Governance and policy development including compliance, equal pay, and assessing policy, practice and its impact.
- Developing and implementing best practice.
- Engendering behaviours around dignity, respect and courtesy.
- Inclusive practice for staff, apprentices or other learners, visitors, clients, customers and suppliers.
- Designing-in inclusive practice and awareness of equality and diversity in learning and support materials to ensure that programme and apprenticeship delivery is free from bias, avoids stereotyping, ethnic or gender-based assumptions.
- Where possible designing-in and developing delivery methods and resources that do not prohibit those with protected characteristics and specific learning needs from participating. Our aim is to create opportunities to improve inclusiveness across the college.
- When working with apprentice Employers to be considerate of their own policies and priorities appertaining to inclusiveness, equality and diversity, with due regard for alignment to our own approach.

- Promotion of equality and diversity; including relevant events, training and guidance.
- Data and information provision; including appropriate monitoring and compliance reporting.

Inspire Middlesex College will meet all statutory obligations under relevant legislation and, where appropriate, future legal requirements. This will be informed by (but not limited to):

The Equalities Act (2010) (and associated secondary legislation)

Criminal Justice and Immigration Act (2008)

The Racial and Religious Hatred Act (2006)

The Civil Partnership Act (2004)

The Gender Recognition Act (2003)

Criminal Justice Act (2003)

The Human Rights Act (1998)

The Protection from Harassment Act (1997)

Special Needs and Disability Act (2001)

Personnel responsible for implementation of this Policy

The MD has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination.

All members of staff are responsible for the implementation and effectiveness of this Policy and must ensure that they familiarise themselves with the Policy and act in accordance with its aims and objectives. If you have any questions about the content or application of this Policy you should contact the MD.

This responsibility applies equally to the treatment of our visitors, clients, customers and suppliers by our staff and the treatment of our staff by these third parties.

How we train our staff in implementing the policy

This Policy applies to our staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants who are not our employees, but who work for Inspire Middlesex College.

- We provide training for all new staff around this policy and its enactment. This includes how it relates to our safeguarding and Prevent Duty policies.
- Information is provided in the Staff Handbook, and updated copies of the policy available on a secure part of our website.
- Equality and diversity awareness and procedure is included as a key criterion in staff appraisal and performance objectives, particularly with regard to the way staff deal with apprentices and other learners on a day to day basis.
- All staff have a duty to act in accordance with this Policy, and therefore to treat colleagues, apprentices or other learners with dignity at all times. Inspire Middlesex college will not tolerate any discriminatory practices or behaviour.

How we implement the policy when training apprentices

We implement the policy by:

- Disseminating and including the policy in induction sessions and apprentice on-boarding
- Ensuring curriculum content and learning materials embrace the principles of equality, diversity and equal opportunity
- Embedding in regular review forms and apprentices' survey forms
- Where possible we build the apprentices' employers relevant materials into teaching and learning plans
- Seeking out KSBs in the standard that lend themselves to promotion of equality, diversity and equal opportunities for class discussion e.g. topics around supporting patients with diverse or special needs.

How we consider the policy in the recruitment of our staff and when working with employers and apprentices

We will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

This Policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay, to health & safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

When we work with apprentice employers, we ensure that they embrace the scope and intent of this policy. We do this by requesting copies of their Equality, Diversity, Inclusion and Equal Opportunities Policy or equivalent and discuss their practice in this regard during the contract negotiation stage. We expect employers to have recruited apprentices in line with their policies and in line with employment law.

Although we do not recruit apprentices', we recognise that the on-boarding and induction process must reflect good practice in Equality, Diversity, Inclusion and sit alongside those of their employer.

Monitoring and Evaluation

This policy was considered and adopted by Inspire Middlesex College in line with their overall duty to ensure equality of opportunity for apprentices, learners and other staff involved in our business as set out in DfE and other guidance.

The effectiveness of this policy will be evaluated by:

- Annual review of this policy, with consideration of its links to Safeguarding
- Annual communication of this policy to promote its importance and ensuring all staff are fully refreshed in their understanding of equality and diversity
- Monitoring staff's application of the policy within teaching and learning observations and performance review
- Checking that related policies are up to date and relevant at least annually
- Review of record/log where incidents or reported concerns involve issues of equality and diversity at senior management meetings
- Analysis of achievement and completion data based on special educational needs and disability (SEND), age, ethnicity, gender etc. to look at patterns or trends in order that we can better understand whether results are impacted by such issues and ensure that we are address the findings with appropriate actions recorded in our Quality or Continuous Improvement Plan.

Review and Updates

A review date is included in the document control box which is on the front page of this plan.

This policy will be reviewed every 12 months or in the event of: (a) publication of new guidelines/official communications (b) any incident being reported, upon its conclusion; whichever is the sooner. It will also be amended as appropriate to meet the demands of future legislation.