

Equality, Diversity and Inclusion Policy 2017 - 18

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Equality, Diversity and Inclusion Policy

1. Objectives

- 1.1 To identify key strategic equality, diversity and inclusion priorities, in accordance with Develop's vision and develop and monitor an annual plan of work in relation to these each year.
- 1.2 To actively promote an environment free from discrimination, bullying and harassment for all our learners, employees, providers, stakeholders and visitors and tackle behaviour which breaches this.
- 1.3 To actively support the embedding and promoting of equality, diversity and inclusion policies, procedures, practice, training and networks across our employees, providers and learners.
- 1.4 Develop an open culture where employees, providers and learners are involved and engaged in ensuring the implementation and delivery of our Equality, Diversity and Inclusion objectives.
- 1.5 Increase number of learners participating and achieving in our provision from hard-to-reach groups.

2. Scope

- 2.1 To cover all activities carried out by Develop.
- 2.2 Develop sub-contractors and settings need to provide their own general Equality, Diversity and Inclusion Policy and SEND Policy.

3. Key Principles

- 3.1 Develop is firmly committed to a policy of equality, diversity and inclusion in all aspects of its employment and business. Develop believes that everyone should be allowed to make the best use of their skills and experience.
- 3.2 Develop will treat all persons equally regardless of them holding any of the nine 'Protected Characteristics' in the Equality Act 2010. The nine 'Protected Characteristics' from the Equality Act 2010 are: race, sex, disability, gender reassignment, religion or belief, sexual orientation, marriage or civil partnership, pregnancy & maternity and age.

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- 3.3 It is unlawful to discriminate against individuals either directly or indirectly in respect of their race or gender, or any ‘Protected Characteristic’ they hold/ are perceived to hold in accordance with the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1975 and the Equality Act 2010.
- 3.4 Guidance of Practice relating to Human Rights and Equality across the ‘nine Protected Characteristics’ is produced by the Equality and Human Rights Commission and Develop is committed to a programme of action to make their recommendations effective.
- 3.5 The following are the types of discrimination that are against Develop’s policy:
- a. Direct discrimination occurs when someone is treated less favourably than another because of a ‘Protected Characteristic’ they have or are thought to have or just because they associate with someone who has a ‘Protected Characteristic’.
Associative Discrimination is direct discrimination against someone because they associate with another person who possesses a ‘Protected Characteristic’.
 - b. Perceptive Discrimination is direct discrimination against an individual because others think they possess a particular characteristic. It applies even if the individual does not actually possess that characteristic.
 - c. Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a ‘Protected Characteristic’. Indirect discrimination can be justified by the employer if they can show that they have acted reasonably in managing their business.
 - d. Victimisation, where someone is treated less favourably than others because they have taken action against Develop or a fellow employee under one of the relevant Acts.
- 3.6 Develop is working towards the guidelines offered by the Equality Act 2010. Develop seeks to ensure that job applications are attracted from all genders, all races, and from disabled people and it will ensure that there are equal opportunities at all stages of the recruitment process. All job applicants should be advised that Develop is an equal opportunities employer.

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- 3.7 Promotion within Develop is based solely on suitability for role and without regard to the nine 'Protected Characteristics'.
- 3.8 Develop will treat seriously and take disciplinary action when any member of staff is found to have a justified grievance as a result of discrimination, harassment or bullying due to any of the 'Protected Characteristics' from the Equality Act 2010.
- 3.9 All employees, providers and learners will be made aware of Develop's Equality, Diversity and Inclusion Policy. Overall responsibility for the monitoring and implementation of this policy lies with the Chief Executive Officer.
- 3.10 Equality & Diversity data will be collected and analysed to monitor the effectiveness of the promotion of equality of opportunity. Weaknesses as a result of this analysis will be addressed through the Equality, Diversity and Inclusion Action Plan and The Quality Improvement Group, led by the Inclusion Manager.

4. **Dignity at Work**

- 4.1 Develop is committed to providing and promoting a working environment which is free from discrimination, harassment and bullying and in which the dignity of individuals is respected.
- 4.2 Develop is committed to eliminating unfair discrimination, harassment, bullying and victimisation on the grounds of any of the nine 'Protected Characteristics'.

5. **Special Educational Needs and Disability Statement**

- 5.1 Develop's intention is to ensure that individuals are not disadvantaged with any access and individual needs are met.

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6. Staff Responsibilities

- 6.1 All individuals involved with the learning programmes, including employees, volunteers, employers, consultants, providers and learners.
- 6.2 The CEO has overall and final responsibility for all matters relating to Equality, Diversity And Inclusion.
- 6.3 The day-to-day responsibility of Develop 's Equality, Diversity and Inclusion Policy is delegated to the Inclusion Manager who will ensure that:-
 - a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all individuals coming into contact with Develop.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Equality, Diversity and Inclusion Quality Improvement Group or more frequently if deemed necessary.

7. Monitoring and Evaluation

- 7.1 The effectiveness of the Develop's Equality, Diversity and Inclusion Policy is being monitored through both quantitative and qualitative data. In particular records of sex, marital status, age, nationality, ethnic origin and disability of employees are kept. The information is analysed to identify specific issues or good practice.
- 7.2 Each programme manager collects the Equality & Diversity information relating to their programme, including an analysis and review of the information. Each analysis is carried out following the requirements and targets set by each funder e.g. ESFA, Local Authorities and local schools.
- 7.3 Any monitoring will be in compliance with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR).
- 7.4 All monitoring will be carried out by self-classification by the individuals.
- 7.5 The Equality, Diversity and Inclusion Policy and supporting documentation will be reviewed annually by the Inclusion Manager to ensure:-
 - a. The degree of compliance with EO legislation.
 - b. Achievement of stated EO objectives.

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- c. Equality & Diversity data is analysed to identify trends and common features and to act upon the information received.

7.6 This policy is liable to full equality impact assessment annually.

8. Supporting Documents

8.1 This policy should be read in conjunction with the following policies and procedures:-

- Self-Assessment Report
- Staff Code of Conduct Policy
- Health and Safety Policy
- Personnel Manual & Policy
- Quality Policy
- Staff Handbook
- Induction checklist & Policy
- Violence to Staff published by HSE
- Safeguarding, Child Protection and Vulnerable Adults Policy
- SEND Policy
- SEN Code of Practice (DfES 581/2001)
- Special Educational Needs and Disabilities Act (2001)
- Disability Discrimination Act 1995
- Equality Act 2010
- Children and Families Act 2014
- JCQ Instructions for Conducting Examinations and Access Arrangements, Reasonable Adjustments and Special Considerations
- Continuous Improvement and Sharing Good Practice Policy
- Staff and Consultant Development Programme Policy
- Medical, Health Needs and Administration of Medication Policy
- Complaints Policy
- Examination Policy
- Preventing Extremism and Radicalisation Policy

Policy signed by CEO: *Mark Pike*

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