

The Link

TRAINING

**Equality, Diversity and
Inclusion Policy**

Equality and Diversity

The Link Training Academy is committed to creating a positive and fully inclusive learning/working environment, celebrating the rich diversity of all, where discrimination, harassment and bullying and prejudice will not be tolerated. This means that everyone will be treated with dignity, their differences respected and their learning needs met. This policy will follow legislation set out in the Equality Act 2010.

Promotion and successful implementation of this policy requires the active co-operation of all employees, sub-contractors, stakeholders and learners.

This will be achieved by ensuring that we all:

- Promote the policy to all employers, apprentices' and stakeholders; discuss during the onboarding process, induction process, review process and planning for assessment process; we will leading by example with open access to our most up to date policy on our website and relevant materials displayed around the academy.
- Quality check engagement with the policy as part of The Link Training Academy's quality cycle.
- Ensure staff awareness and training is planned annually, is effective, timely, consistent, up to date and standardised across all areas.
- Recruit employees with integrity, following our Safer Recruitment Policy and the Equalities Act 2010, ensuring all new staff agree and adhere to our E & D policy.
- Review and update the policy as a minimum annually and in line with legislation and local issues.
- Respect individual needs and differences
- Do not accept bullying and harassment either personally or to others.
- Be aware of body language and avoid invasion of personal spaces
- Think before we speak to ensure we don't offend those who make up our training community.
- We will ensure that equality matters are actively promoted throughout all of our services and activities.
- We are firmly opposed to any form of discrimination and are committed to taking positive action where necessary to minimise the impact of disadvantages.
- We are committed to challenging and preventing discrimination.
- We believe in respecting diversity and difference, and encouraging good relations between all the people who learn or work with us.
- We want all students and staff to be treated with respect and dignity and will promote a positive learning and working environment free from any form of discrimination, harass mentor victimisation. Our aim is to create an environment where issues of stereotyping and discrimination can be discussed openly.

EXAMPLES OF DISCRIMINATORY BEHAVIOUR

- Comments about physical appearance
- Behaviour that excludes, disadvantages or isolates someone
- Being leered at or touched or subjected to any unwanted

- Sexual behaviour
- Pornographic or sexual images being displayed
- Racist literature, language or behaviour
- Offensive or abusive graffiti
- Suggestive or offensive remarks (which may be in a language other than the victim's own) – including email, internet messaging, text messages or websites
- Aggressive or demeaning language or behaviour
- Jokes about gender, colour, ethnicity, sexuality or disability

If at any time you feel that your equal opportunities are being threatened, then:

- Approach a member of staff
- Talk to any member of staff in confidence.

OUR COMMITMENT

Apprenticeship programmes are inclusive and will comply with the principles of equality and diversity. They will show that we have taken an active approach to identifying and removing barriers to entry and progression, firstly, identifying the barrier, and then taking steps to remove it. Our apprenticeships ensure equality of access for those with a learning difficulty. If there are any legal restrictions that limit entry to an apprenticeship these will be stated.

We are committed to ensuring that learners / apprentices and staff who join us feel valued, welcome and able to participate in as constructive a way as possible.

We will take reasonable measures where we can identify and remove any barriers that may stop people joining our programmes.

All learners / apprentices on all of our programmes should feel able to be listened to if they have a concern about discrimination or harassment. They will be able to do this without fear of being victimised.

Staff and those who work with our partners will be made aware of the key issues that need to be understood if we are to make valuing diversity a reality. We will make sure that our staff and those acting on our behalf do not unlawfully discriminate against harass or victimise any person joining, or looking to join one of our programmes.

This will be reviewed and quality assured as part of our planned quality cycle and as a result of feedback from apprentices', employers and stakeholders.

We will treat all staff and learners / apprentices fairly and equally and will try to do more than simply comply with the law.

We will collect information from those joining or looking to join our programmes to make sure we are not discriminating. We will look regularly at this information to see what

changes can be made to the way we do things in order improve. Any planned changes will be recognised in our quality improvement plan.

Curriculum, learning, teaching and assessment

We will engage with and promote the policy by training staff initially at induction and throughout employment using the Education and Training Foundation on-line learning platform –Advancing Equality & Diversity to help them to widen participation on our programmes as part of our continual professional development programme. This Training will be revisited every 2 years.

We will train learners and apprentices' initially using our in-house programme; continually revisited during enrichment sessions on a termly basis. Knowledge and understanding will be checked during ongoing progress reviews. The Equality Act 2010 will be embedded into all resources and delivery of our apprenticeship programmes.

As part of our Employer commitment statement, we ensure that all employers have read and understood our policy. We signpost to the most up to date policy on our website, where employers, apprentices, stakeholders and parents can visit and refer to the policy.

As part of our quality cycle we perform regular walk through and visits in all sessions with thematic reviews which include Equality and Diversity. Apprentices', employees and employers regularly take part in feedback survey to ensure they know, understand and adhere to our policy as well as know how to raise a concern, either one that directly affects them or affects another peer or staff member.

The curriculum offered will be regularly reviewed to ensure it is culturally sensitive and reflects the interests and backgrounds of the learners.

All teaching staff will use resources and activities that are free from discriminatory or stereotypical images or assumptions.

RESPONSIBILITIES

The Directors have overall responsibility for ensuring The Link Training Academy operates within a framework of equality of opportunity diversity and inclusion, ensuring the policy is followed with a high profile lead on equality and diversity matters.

The management team will undertake Equality Diversity and Inclusion management. They shall be responsible for the promotion of Equality Diversity and inclusion, the formulation of policy, procedures and any action plans where appropriate.

In particular, the management team will:

- Assess the impact of the policies on the users from different gender, racial and disability groups.
- Have regard to social inclusion and community cohesion.

- Be Responsible to ensure knowledge is current and up to date.
- Identify and prevent unconscious bias
- Look out for and be aware of indirect discrimination
- Promote zero tolerance
- Ensure any concerns are recorded and investigated appropriately.
- Review the policy as a minimum every April or earlier if needs arise.

All staff will ensure:

- They have read and understood the policy.
- Student induction programmes and tutorials develop students' understanding of equality, diversity and inclusion, providing support and guidance and how and where to raise concerns.
- They are sensitive and implement the policy on day-to-day basis.
- Equality and diversity is promoted in all learner settings and embedded into curriculum areas.
- Challenge inappropriate and discriminatory language and behaviour by other staff, students, placement providers and other users of our services.
- Notify their line manager of any concerns they have

SCOPE OF POLICY

- Advertising
- Selection
- Appointing
- Training and development
- Terms and conditions of employment/engagement
- Managing
- Monitoring
- Promoting
- Discipline

The academy will retain up to date policies and ensure staff and users receive appropriate copies of the policies either in large font or on coloured paper to suit individual requirements. The most up to date policy can be accessed from www.thelinktraining.org

MONITORING

We are committed to monitoring the effectiveness of the Equality Diversity and Inclusion policy. We undertake to regularly review all our policies, procedures and practices in relation to recruitment and selection, terms and condition of employment, learning and development opportunities, career development, promotion and grievance and discipline to ensure they comply with any legislative changes and good practice. We will endeavour to identify and take all steps necessary to eliminate any unjustified discrimination or

victimisation which is revealed by the monitoring process and action which is required to achieve our commitment and vision for equality diversity and Inclusion.

How we make sure our Equality Diversity and Inclusion policy is working;

- We comply with all relevant anti-discriminatory included in the equality act 2010 and promote awareness amongst staff, learners / apprentices and associates.
- We strive to identify and remove any artificial, arbitrary and unnecessary barriers.
- We have robust complaints, grievance and harassment procedure and an appeals procedure that are understood by staff, learners / apprentices and associates.
- We use progress reviews as an opportunity to ask learners / apprentices about their experience during training and at work and monitor how employers promote equality within the workplace.
- We will collect and analyse recruitment data to identify trends and check that the recruitment process is fair and reliable.
- We will offer appropriate support to meet individual needs.
- We will make every effort to secure employment for learners / apprentices where their cultural values and religious beliefs will be respected.
- We will raise awareness and understanding amongst staff and learners / apprentices and provide training in order to promote greater understanding of our diverse and multicultural society.
- We will provide access to our training centre and facilities to staff and learners / apprentices with physical disabilities wherever possible.
- We will ensure that any materials or methods used for marketing our services or for training and assessment do not, by their nature unfairly discriminate against a particular individual and do not promote stereotypes.
- We will vet all employers and associates to ensure that working and learning environments are free from barriers, anti-discriminatory practice and that learners / apprentices are being treated fairly and with respect and monitor this on an on-going basis.

This policy will be reviewed annually as part of our quality cycle and also reactively as required by legislation or incident.

Last reviewed: 02/08/2022

Reviewed by Amanda Lodge-Stewart: *A Lodge-Stewart - 2/8/22*

Director: The Link Training Academy Limited.