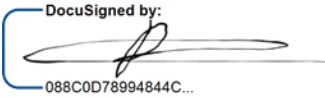



Equality, Diversity and Inclusion Policy

Document title:	Equality, Diversity and Inclusion Policy
Version number:	1.3
Policy Status	Approved
Date of Issue	April 21
Date of revision	November 23
Reason for revision	Annual Revision
Date to be revised	November 24
This policy was adopted by:	 DocuSigned by: 088C0D78994844C... Anna Smith
This policy was approved by:	 Charlotte White

High Ridge Training Group (HRTG) is committed to having a fully inclusive organisation, which includes promoting Equality & Diversity to all apprentices, employers and stakeholders with whom we interface.

All Assessors, IQAs, Tutors, Administrative staff and any other staff working with HRTG will be expected to read, understand, and accept the Equality & Diversity Policy promoted by the Awarding Body, especially with regard to recruitment and assessment of all learners. The centre agrees to embrace and follow the Equality Act 2010.

Other relevant legislation

- Asylum and Nationality Act 2006 -Introduced a legal responsibility for employers to prevent illegal migrant working in the UK.
- Rehabilitation of Offenders Act 1974
- European Human Rights Convention - Encompasses all of the above within its wide remit
- Maternity and Paternal Leave Regulations 1999
- Part-time Workers (Prevention of less favourable treatment) Regulations 2000
- Fixed Term Workers Regulations 2002

Employees within all High Ridge Training Group businesses are expected to read, understand, and accept the Equality & Diversity Policy of any client with whom they are working, provided that it does not compromise our own Equal Opportunity Policy, particularly with respect to assessment practices and procedures.

This policy is promoted to staff, employers, apprentices and stakeholders at induction and is available electronically. Equality & Diversity training is, in addition to induction, carried out at least annually to all staff.

The policy is included in apprentice induction and is covered in formal reviews in order to embed.

General Principle

The general principle is that access to apprenticeship programmes and all assessment activity should be both accessible and fair to each and every candidate, without prejudice or discrimination of any kind, and regarded as far as is reasonably possible of working conditions (e.g. weekend and evening working, remote site, etc.). Reach4Skills has commitment to raising achievement for all learners whatever their background, race, gender or disability.

Training in Equality & Diversity is on-going and thorough to embed and test engagement, knowledge and understanding of High Ridge Training Group approach to E&D. Staff can ask for support from the nominated E&D lead, or access on-line training for refreshers at any time.

This policy allows for a positive approach to diversity allowing HRTG to select the best person for the job based on merit alone and free from bias on the grounds of factors such as age, disability, gender or race that are not relevant to the person's ability to do the job.

HRTG encourages employers to take this approach when recruiting apprentices and promote their organisation as a fair, positive and progressive place to work.

This policy is reviewed at least annually and more frequently if legislation changes. All staff are trained on any changes to this policy to ensure that it is disseminated to all staff, stakeholders, employers and apprentice learners.

This policy is embedded into HRTG processes and practical elements of apprenticeship delivery, and is taken into consideration when recruiting, delivering apprenticeships to diverse cohorts, reinforcing equality & diversity messages to employers and apprentices.

Awareness and Communication of Equality & Diversity Policies

Staff of HRTG will be expected to discuss this policy with employers, learners and their managers and make them aware that everyone promotes and works to the principles and practice of this Policy. There will also be a discussion around any possible areas of difficulty with access to assessment (e.g. safeguarding requirements, site access).

As part of eligibility checks, High Ridge Training Group businesses check employers of Apprentices have a current Equality & Diversity Policy in place, and that it is regularly reviewed and updated, to ensure compliance.

Resolution of Difficulties

Equality & Diversity will be discussed as a regular item at staff meetings and any difficulties with adhering to this will be recorded. Any change in policy will be communicated to the employees involved.

There is a policy of open access for all qualifications. The principles of open access and equal opportunity for all are promoted in all areas of High Ridge Training Group's assessment activity. The aim is to overcome any inequality in relation to gender, age, race, colour, religion, disability, sexual orientation, marital status and national or ethnic origin.

Businesses within High Ridge Training Group work in cooperation with other organisations as appropriate, to develop Codes of Practice which can assist in ensuring that assessment materials and centre recruitment embody the principles of open access and equal opportunity.

High Ridge Training Group is also committed to ensuring that its employment policies give opportunities to all, regardless of gender, marital status, age, race, colour, religion, disability, sexual orientation and national or ethnic origin of any individual concerned.

Racial Harassment

High Ridge Training Group will not tolerate any form of racial harassment. We will challenge racist and discriminatory remarks, attitudes and behaviours from the learners and staff.

Equality & Diversity

- Staff receive relevant and appropriate training.
- The Policy is consistent with current legislation and guidance.
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.
- This policy is in line with the **Safer Recruitment Policy**, and the **Recruitment and Selection Policy**.

Learners with Additional Needs

High Ridge Training Group recognises that some learners have additional needs that require particular support and assistance. Learners will be admitted providing that High Ridge Training Group can meet their needs without jeopardizing the service, in accordance with the Disability Discrimination Act.

British Values

High Ridge Training Group actively promotes British Values through tutorial and classroom delivery, using the following key themes:

- Democracy
- The rule of law
- Individual liberty
- Respect and tolerance

In June 2014, the Government emphasised the important role that British Values can play in education, how well these are taught and integrated as part of the ethos of post 16 education. They are now a focus of the Ofsted inspection process.

As well as actively promoting British Values we would also actively challenge learners, employers, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views of any variety.

Learners will be made aware of Equality and Diversity and British values at their induction and within the learner handbook. This will be reinforced throughout the programme.

This policy should be read in conjunction with the following:

- Employee handbook
- Safeguarding policy
- Safer recruitment policy
- Prevent policy
- Bullying and Harassment Policy