

EQUALITY & DIVERSITY POLICY

Last updated: **08/11/2015**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Scope of the policy

This policy is provided for TTT customers, including learners and staff members who are using or delivering the courses or qualifications TTT offer.

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that staff involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications and learners undertaking these qualifications, are fully aware of the contents of the policy.

Review of the policy

TTT will review the policy annually and revise it as and when required. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Statement of principles

TTT is committed to the principles of Equality and Diversity. Equality of access and opportunity for all are core values of our organisation and we are committed to raising the profile of Equality and Diversity and to being proactive in ensuring fairness to all. The Equality Act 2010 underpins our policies.

All learners and staff are required to follow and honour the principles of TTT's Equality and Diversity Policy. We encourage everyone to play a part in promoting our policy in the course of their learning or work. There are no circumstances under which TTT will tolerate discrimination, harassment, bullying or victimisation from or towards any staff member or learners. This also includes cyber-harassment or cyber-bullying. Any issues must be reported to the Centre Manager (Phenil Mehta).

Policy Statement

1. We recognise that discrimination and victimisation is unacceptable and that it is in our interest to utilise the skills of the total workforce. It is our aim to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all in our employment.

4. All employees or contracted staff, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff or trainers will not discriminate directly or indirectly, or harass clients or learners because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of our services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment

1. To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
2. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
3. Training, development and progression opportunities are available to all staff.
4. To promote equality in the workplace which we believe is good management practice and makes sound business sense.
5. We will review all our employment practices and procedures to ensure fairness.
6. Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

Discrimination

Discrimination is when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their gender, race, ethnic origin, religious beliefs, age, marital status, stage of development, ability or disability, sexual orientation, gender reassignment and wealth or background.

There are four types of discrimination; Direct discrimination, Discrimination by association, Perception discrimination and Indirect discrimination.

Racial harassment

Racial harassment is any action of a racist nature that results in people feeling threatened or compromised. It can include:

- racial name calling
- derogatory remarks
- racist graffiti or jokes
- display or circulation of racially offensive material
- physical threats, insulting behaviour or gestures
- open hostility
- exclusion from normal conversation or social events

Sexual harassment

Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and men at work, including physical, verbal or nonverbal conduct. It can be in the form of:

- insensitive jokes or pranks

- lewd comments about appearance
- unnecessary bodily contact
- displays of explicit materials
- gestures and leering
- speculation about a person's private or personal life

3rd Party Harassment

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or learners. We will not tolerate such actions against our staff, and the individual concerned should inform their line manager / Director at once that this has occurred. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Bullying

Bullying is a form of harassment, whether by staff or other learners. Bullying is verbal, nonverbal or physical conduct that causes individuals to feel threatened, isolated or humiliated – and may include members of a group other than those being directly targeted. Bullying can take many forms and can be quite difficult to detect by those not directly involved; all learners and staff are asked to report bullying at the earliest stages, so that it can be stopped, your confidentiality will always be respected.

The law recognises bullying as a serious issue and the protection from Equality Act 2010 makes it a criminal and civil offence to cause harassment, alarm or distress to a person.

Victimisation

Victimisation is when a person is treated less favourably in the same circumstances because that person has, in good faith, made a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so.

Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Abuse can take a number of forms and cause victims to suffer pain, fear and distress. Adults may be too afraid or embarrassed to raise any complaints. They may be reluctant to discuss their concerns with other people or unsure who to trust with their worries. Sometimes people can be unaware they are being abused.

TTT staff members have a responsibility to follow this policy and report any suspicions that may arise.

Protection of Children Policy

The policy of safeguarding a child is to protect any person under the age of 18 years and those who are considered vulnerable. The Children Act 1989 provides the legal framework for the protection of children and young people in the UK. TTT is committed to the safeguarding of children and our staff have a responsibility to follow this policy and report any suspicions that may arise. Both the safeguarding policies above also include the protection of our staff from unfounded allegations of abuse.

Rights of Disabled People

We attach particular importance to the needs of disabled people. Under the terms of this policy, all staff members are required to:

1. make reasonable adjustment and seek advice and guidance from external agencies to maintain the services of an employee who becomes disabled (For example: training, provision of special equipment, reduced working hours, etc.)
2. include disabled people in training/development programmes
3. give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job