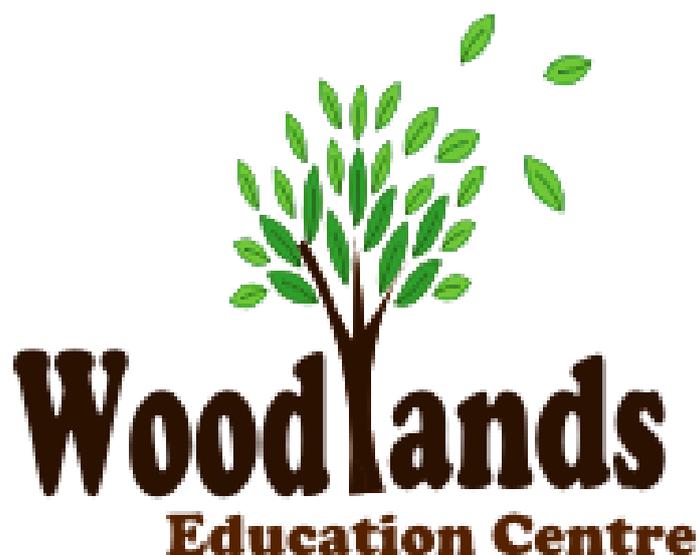


# EQUALITY & DIVERSITY POLICY



*Current document may be accessed under the policies tab at:*  
[www.woodlandsec.org.uk](http://www.woodlandsec.org.uk)

## Document Control

<b>Start Date:</b>	Sept 18
<b>Reviewed by:</b>	Headteacher and Link Governor
<b>Approved by</b>	Management Committee (Sept 2018)
<b>Review Date:</b>	Sept 2019

## Introduction

This document sets out Woodlands Education Centre's policy for the promotion of equality of opportunity and valuing diversity in our provision, in the delivery of our services, in our employment and teaching practices. We believe in the unique value of every individual and strive to create opportunities for our students, staff, parents/carers and stakeholders to help them to fulfil their potential and live life to the full. We aim through this policy, our whole school values (Trust, Inspire, Motivate, Everyone), school Improvement plans and other relevant policies to integrate this into our services and employment practices and to comply with the Equality Act 2010 and related codes of practice.

**Under the Equality Act 2010 a person has a disability, if they have a physical or mental impairment and the impairment has a substained and long term adverse effect in their ability to carry out normal day to day activites.**

This policy covers all areas of employment, recruitment and selection, terms and conditions, promotion, training and performance management. This policy outlines what equality of opportunities mean within Woodlands Education Centre, and what we mean by discrimination and harassment, what sort of behaviours and attitudes we wish to promote and also what procedures and action you can take if you feel you have been discriminated against, victimised or harassed.

Specifically, we will seek to consider and understand the effect of our policies and services may have on different people, including their:

- Disability
- Race
- Age
- Religion or belief, including no beliefs
- Gender
- Gender reorientation
- Marriage and civil partnership
- Pregnancy and maternity
- Sexual orientation

Woodlands Education Centre recognise there are other forms of discrimination not specifically mentioned in this policy, and commit its self to applying the general principles of fairness, justice and equality for all. In particular, we recognise that many employees and students are also carers for family members and seeks to support them through flexible working policies and procedures.

This policy sets out our overarching approach.

## Policy

Woodlands Education Centre aims to create and sustain an inclusive environment that provides equality of opportunity for everyone and reflects the diversity of the community we serve. Woodlands Education Centre believes that everyone should have the freedom to live their life and be enabled to develop their abilities through a supportive programme of education.

We are committed to the following:

- The elimination of unlawful direct and indirect discrimination, victimisation, harassment and any other conduct prohibited by law.
- We aim to treat all users of our services, students, employees, volunteers, job applicants, suppliers and other stakeholders, fairly and equally, paying due regard to any barriers they may face.

- We will ensure that our policies and procedures, and the terms and conditions associated with them, do not unfairly or unjustifiably limit access to learning, jobs, progression or volunteering opportunities.
- We will challenge 'institutional prejudices' where we find historic evidence of unwitting prejudice, ignorance, thoughtlessness or stereotyping in our policies, procedures or practices. Breaches of this and other policies will be subject to disciplinary action and may lead to dismissal.

In advancing equality of opportunity between people who share a protected characteristic and people who do not share it. We will:

- Seek to meet the needs of people with protected characteristics and other groups we seek to serve, to encourage their involvement and participation in our services and in the wider community.
- Fostering good relations between people who share a protected characteristic and people who do not share it.
- Challenge prejudice and stereotyping through our behaviour, practice and learning to promote understanding and appreciation.

## **Key Actions**

### **Effective monitoring**

We will ensure that this policy is implemented effectively by collecting and publishing data and information relevant to equality and diversity for young people accessing and using our services, employees and volunteers. This will help us to understand more about the people using and working in our services.

Such records will be kept in line with the General Data Protection Regulations 2018 (GDPR). The type of data and the data itself will be reviewed at least once a year by the senior leadership team (SLT), Headteacher and link governor. This will form our Equality Statement.

#### **For students:**

- Progress data, including migration in to mainstream learning environment
- Attainment data, including externally accredited qualifications

#### **For employees, volunteers and applicants, (where applicable):**

- Job application and retention rates
- Workforce profile
- Pay levels
- Disciplinary, grievance and capability hearings

#### **Analysis:**

We will consider and review our strategy, objectives, operational plans, policies and procedures in the light of the data and the impact on groups with protected characteristics as part of a quality cycle. We will identify under-represented groups within the users of our services, workforce and volunteers, and where appropriate, take practical steps to achieve necessary change.

#### **Involvement and consultation:**

We aim to involve our students at the heart of everything we do to support them to increase the opportunities for choice in the way they live their lives. We consult with student and service user's representatives. Our staff are highly committed to the Woodlands Education Centre Vision, Values and Ethos, which aims to create an inclusive learning environment that strives to enable all students to enjoy equity in achievement.

### **Training:**

We will provide appropriate training on equality and diversity issues to our entire workforce, through formal training and/or induction as appropriate. We will ensure that no individuals or groups are refused or overlooked for necessary and appropriate training that is afforded to others. We will provide appropriate development for students to enable them to participate fully in recruitment and the development of the Centre.

### **Objectives**

In the light of our reviewing strategies, policies, plans, feedback from students and employees, and interpretation of data, we will set and publish equality objectives to continue to improve our services and employment practices to promote inclusion, diversity and choice.

### **Related policies and procedures**

This policy has no dedicated procedure attached to it due to the number of areas on which it impacts and it is therefore integrated within all key policies and procedures affecting students, applicants, volunteers and employees, which are available on request.

### **Responsibilities**

The Headteacher and the Management Committee are responsible for ensuring the implementation and review of Woodlands' Equality and Diversity Policy. They will also be responsible for ensuring that the impact on equality and diversity is considered in strategy development and reviews.

All Senior Leaders are responsible for implementing the Equality & Diversity Policy, providing and analysing data for action plans, considering the impact of policy, practice and plans on groups with protected characteristics and ensuring staff are trained and confident about equality & diversity as it relates to their practice and work environment.

All employees and/or volunteers are required to comply with this policy and, in line with the vision, values and ethos of Woodlands Education Centre, to act to remove any barriers to equality of opportunity and help create a positive learning environment that is open, diverse, friendly and welcoming. Any act of discrimination, harassment or victimisation by employees and/or volunteers or any failure to comply with the terms of the policy will result in disciplinary action and may result in termination of employment.

### **Complaints**

Students, their parents/carers, employees or volunteers who believe that they have suffered any form of discrimination are entitled to raise the matter through Woodlands Education Centre Complaints Policy. All complaints will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to take complaints of discrimination to an employment tribunal.

\*\*\*\*END OF POLICY\*\*\*\*