

Equality & Diversity Policy



Equality, Diversity & Inclusion Policy

Change Control

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1. Policy Statement

Petty Pool has a commitment to promote inclusion, challenge discrimination and value and celebrate the diversity of its staff, students, and visitors. The Trust accepts its legal responsibilities and welcomes people of all ages, gender, races and ethnic origin, sexual orientation, disability, or any other criteria not specifically related to potential, skill, or ability.

Petty Pool seeks to provide and promote access to opportunities in a safe and supportive environment in which everyone, both students and staff, can study, work, and develop social skills to the best of their ability.

Petty Pool welcomes full and effective consultation with students, tutors, carers, and other professionals on matters of equality and diversity. Our aim is to be proactive rather than reactive. Staff and students work to create a climate in which everyone, including visitors, is treated with fairness and respect. We will promote community cohesion in all our activities.

It is the intention that students and staff be treated with fairness and respect. At the heart of the policy is the belief that the environment we provide will value every member of the community and encourage people to treat each other with dignity.

Elements of equality, diversity and inclusion are delivered to students as part of their academic curriculum. Other issues are discussed in group tutorials or, if more appropriate, in a one-to-one situation. Tutors and non-teaching staff will always take time to discuss with individuals or groups of students appropriate behaviours and to explore attitudes and prejudices in an appropriate way.

In relation to staff, the policy and practice of Petty Pool requires that all the staff are afforded equal opportunities within employment, and that entry into employment with

Petty Pool and the progression within employment will be determined only by personal merit, (and the application of criteria which are related to the duties of each particular post and the relevant salary structure.)

In all cases, the ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant, member of staff or student will be treated less favorably than another because of any 'Protected Characteristic(s)' applicable specifically to them.

Petty Pool will not tolerate any form of behavior or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, disability, age and/or unrelated criminal convictions.

2. Purpose

This policy sets out our approach to equality and diversity and the avoidance of discrimination. It applies to all aspects of employment, study, or visiting our provision.

The policy aims to ensure that all those who participate in the process of training, education, care, and the provision offered at Petty Pool will be aware that they have a legal and professional duty to provide equality of opportunity. The policy does not form part of any employee's contract of employment with Petty Pool, and we may amend it at any time.

This policy provides equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time

Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

3. Our commitments

Petty Pool commits to:

- Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This policy includes all Petty Pool Trust-managed premises and any other premises. The policy relates to all trustees, staff, students, volunteers, visitors to the site, and prospective learners. Petty Pool is committed to protecting and developing a culture of tolerance and understanding for the following protected groups.

- **Age** - Petty Pools is committed to a practice that recognises age and takes into account individual circumstances and needs. We are committed to challenging stereotypes based on age and recognise that people of all ages can make a positive contribution based on their experiences and skills.
- **Convictions** - Petty Pool complies with The Rehabilitation of Offenders Act 1974 in respect of employment and student admissions and seeks to ensure that, where appropriate, unrelated criminal convictions do not interfere with an individual's life at the organization. However, there are circumstances that are exempt, and students and staff will be provided appropriate guidance in these instances.
- **Disability** - The Trust is committed to promoting access to people with disabilities and to making reasonable adjustments for individuals in order to help them overcome disadvantages resulting from the impairment.
- **Gender** - Petty Pool is committed to ensuring that female and male staff and students are given equal access to all aspects of the organisation. Appropriate nonsexist language is used, and stereotypical views are challenged. We will not enquire about a person's marital status.
- **Gender Reassignment** - Petty Pool will support anyone who intends to, is undergoing, or has undergone gender reassignment and is committed to upholding the equal rights of transgendered people.
- **Marriage And Civil Partnership** - Petty Pool recognises and values marriage and civil partnerships.
- **Pregnancy And Maternity** - Petty Pool is committed to the principle that women should not be disadvantaged by their pregnancy or maternity. We will ensure the health and safety of new and expectant mums.
- **Race** - Petty Pool values cultural diversity and aims to recognise and counter against racism and cultural stereotyping of all forms. We aim to encourage an ethos and culture of understanding for all cultures.
- **Religion or Belief** - Petty Pool respects the rights of individuals to hold their own religious or philosophical beliefs. The expression of intolerant beliefs and opinions which infringe on the rights of others is not acceptable.

- **Sex and Sexual Orientation** - Petty Pool welcomes individual staff and students of all sexual orientations. The Trust will be proactive in promoting a safe environment where lesbian, gay, bisexual, and transgendered people feel able to choose whether or not to be open about their sexuality in the knowledge that their choice will be respected.
- **Positive Action** - Petty Pool recognizes that the law allows Positive Action as a way of overcoming inequality but these should be temporary measures only and should be kept under review and cannot be used once the under representation no longer exists. The Trust will ensure that when using positive action as a strategy it falls within the law for example
 - Provide facilities and services to meet the special needs of particular groups
 - Target services at groups which may be underrepresented
 - Encourage applications from particular groups that are underrepresented

4. Recruitment and Selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against specified criteria that avoid discrimination. Shortlisting will be done by more than one person.

Vacancies will be advertised widely and will avoid stereotyping or using wording that may discourage particular groups from applying.

Applicants will not be asked questions that may suggest an intention to discriminate on the grounds of protected characteristics. However, if the individual is working in ,” reference must also be made to the fact that all applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK, and qualifications.

Job applicants will not be asked about health or disability before a job offer is made, except in the limited circumstances allowed by law: for example, to check for support needs/adjustments at the interview or to check that the applicant could perform an intrinsic part of the job (taking into account reasonable adjustments). Where necessary, job offers will be made on condition of satisfactory medical checks. Health or disability questions may be included in equal opportunities monitoring forms, which will not be used for selection or decision-making purposes.

The following forms of discrimination are prohibited under this policy and are unlawful and will be treated as a serious disciplinary offence.

5. Breaches of Policy

Direct Discrimination

Treating someone less favourably because of a protected characteristic.

For example, if The Trust rejects an application from an applicant due to age, religious views

Indirect Discrimination

Indirect discrimination can occur where there is a rule, policy or practice that applies to everyone but which particularly disadvantages people who share a particular protected characteristic.

Disability discrimination

This includes direct and indirect discrimination any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Harassment

This includes harassment and other unwanted conduct that has the purpose or effect of violating another individual's dignity or creates a hostile, degrading, humiliating or offensive environment for that individual. The Trust will take all reasonable steps to prevent a member of staff or student being harassed by others.

Victimisation

Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

6. Responsibility

Responsibility for the this Policy and its related procedures rests with SMT of Petty Pool who are responsible for

- Ensuring the organisation complies with Equality legislation and the codes of practice supporting it
- Ensuring the E&D policy is followed
- Ensuring that equality training is part of the organisational improvement plan
- Being aware of the organisations statutory duties in relation to equality legislation as an employer and service provide
- Monitoring information on equality targets groups
- Deal with any breaches of policy
- Be pro-active in recruiting applicants from under-represented groups

The CEO is responsible for

- Developing a consistent approach on equality issues and promoting equality and diversity
- Working with the Trustees and SMT to ensure that the Equality and Diversity Policy and Action Plan are implemented effectively
- Ensuring all appropriate action is taken against individuals working on behalf of the charity who do not act in accordance with the policy

All staff are responsible for ensuring that

- They are aware of the organisations statutory duties in relation to equality legislation
- Take the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour
- Schemes of work, lesson content, teaching resources and wider learning activities demonstrate sensitivity to diversity
- The Charities publicity materials and social media activities present appropriate and positive messages about minority groups
- Student induction programmes and tutorials reflect the organisations commitment to promote equality, diversity and inclusion.

7. Site & Accommodation Accessibility

Petty Pool is committed to developing on-going structured reviews of any issues which may affect accessibility. We are committed to ensuring that the stringent levels of inspection, reporting, feedback and action associated with those areas of health and safety and fire regulations it is responsible for are applied and linked to the organisation making all reasonable adjustments for staff, students and visitors to access our provision.

The Trust reserves the right to instruct an access audit by a specialist access auditor, to ensure complete awareness of all its responsibilities and options under the Act, prior to taking action.

8. Differentiation for LLD in practice

Petty Pool adheres to the Principles of the 0-25 SEND Code of Practice in that we believe all learners have a right to an education that enables them to make progress so they:

- achieve their best
- become confident individuals and live fulfilling lives
- make a successful transition into becoming an adult – whether that's into further/ higher education, training or work

Differentiation in Educational Practice

All students will be encouraged and supported as required to explore and achieve to an extent appropriate to their own abilities. Differentiation that occurs naturally is embraced and used as guide in lesson and activity planning, for example:

During Practical Exercises

- The assignment of individual independent tasks during practical exercises as students display varying levels of ability or more simplistic tasks with 1:1 support for those whose progress takes longer.

Comprehension

- When instructions are given and / or during Q&A sessions and discussion, they will be challenged accordingly - depending on their progress and the range of vocabulary they respond to.

Resources

Where necessary, differentiated worksheet resources are provided for students working on the same subject at different levels, students who have a visual impairment and may require coloured paper, magnified text and larger worksheets, and non-writers who require symbols and photographs to enhance understanding. PC accessibility options are used and where appropriate, screen magnifiers, roller-ball mice and keyboard stickers etc. There is also at least one conventional PC is available in every classroom for the production of written coursework evidence, for those who are unable to use a pen.

Group Work

During group work, students may be given varied tasks on a similar theme and divided according to their ability, where in contrast, learners at different levels may be paired together to allow the more able learner to play a supportive role and impart knowledge and the less advanced student to learn from their peer.

Differentiated Documents

Any document which is intended for student use is presented in a format which will enhance their ability to understand its content.

'Student Friendly' Documentation such as this, uses Century Gothic Font (Size 16 Minimum), and symbols and/or photographs where possible.

Current Examples include:

- The Complaints Form
- Student Friendly Mission Statement
- Student Disciplinary Code
- Student Questionnaire
- Partnership for Learning Agreement
- 2 Week Trial Agreement
- Student Data Protection Agreement

Any document not currently available in a student-friendly format will be adapted upon request.

9. Procedure For Reporting, Recording and Managing An Incident

Any incidents occurring, student-student or student–staff, staff-student, or staff-staff, which could be deemed discriminatory should be reported to the line manager.

All concerned parties will have an individual interview, and all conversations will be recorded on Databridge. Action points will be included if necessary. Action points may involve monitoring an individual, monitoring of the situation, or referring to community health services.

Prospective students/their advocates who consider that they have been unfairly treated with respect to their application or are dissatisfied with some aspect of their recruitment procedures should write giving details to the Principal. All complaints will be investigated, and informed of any action taken.

Applicants for employment who feel that they have been unfairly treated with regard to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details to the HR department. All complaints will be investigated, and the applicant informed of any action taken in line with the Petty Pool's complaints procedure.


When it is deemed necessary, other concerned parties such as Parents & Guardians, SCC, Local Authorities and other relevant professionals will be informed.


10. Monitoring & Evaluation

Petty Pool will monitor and review on an annual basis the progress that has been made in effectively implementing and embedding equality and diversity. This audit and action plan will be shared with staff, students and stakeholders if requested.

Equal Opportunities Monitoring Form 2024-25

Petty Pool has a commitment to equality of opportunity for all, and willingly accepts its legal responsibilities to comply with the Equality Act 2010.

 Please complete the following questions to assist us in monitoring our Equality and Diversity work and help us to develop and improve the quality of service The Trust provides.

 Petty Pool Vocational College adheres to the Data Protection Act 2018 and the obligation to protect your right to privacy as a consumer of our services.

YOUR PERSONAL DETAILS WILL BE KEPT CONFIDENTIAL

This form is completely anonymous and you do NOT have to answer every question.

(Please tick)

Gender:

Male Female Intersex Non-binary Prefer not to say

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age:

16 – 24 25 – 34
 35 – 44 45 – 54
 55 – 64 65+

Ethnic Origin:

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African

White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish

Irish British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other Ethnic Group

Arab Prefer not to say

Any other ethnic group, please write in:

What Is Your Sexual Orientation?

Heterosexual Gay Lesbian Bisexual

Asexual Pansexual Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What Is Your Religion Or Belief?

No religion or belief Buddhist Christian Hindu

Jewish Muslim Sikh Prefer not to say

If other religion or belief, please write in:

Do You Consider Yourself to Have a Disability or Health Condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.