

New London Educational Trust



Equality Policy

Version 4

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New London Educational Trust believes that all people, irrespective of their race, ethnicity, colour, religion, sex, disability or nationality, should have an equal opportunity. Any kind of breach of the Equality Policy is not acceptable to the Trust.

Examples of unacceptable behaviour are:

Harassment may include unwanted physical contact, pressure to obtain sexual favours by threats or inducements, leering and pestering. Sexually explicit remarks and remarks about physical appearance, suggestive jokes and actions, name calling, gossip and the display of 'pin-up' can be equally offensive and adversely affect working relationships.

Harassment and unjustifiable discrimination because of disability will also constitute a breach of NLET policy and legislation.

Failure to follow this policy will be treated as a serious matter. It may also amount to unlawful discrimination and lead to legal proceedings, in which an individual employee /staff /consultant /contractor/learner accused of discrimination may be named as a party to a case. In some cases an individual may be found personally liable.

The NLET Equality Policy is divided into three sections:

- ✓ **NLET Equal Opportunities Policy**
- ✓ **NLET Race Equality Policy**
- ✓ **NLET Disability Policy**

Equal Opportunities Policy

Everyone at NLET (management, staff and learners) has a personal responsibility to uphold the NLET Equal Opportunities Policy by treating all current and prospective Learners, job applicants, fellow employees, consultants, customers and visitors fairly and impartially. It sits alongside all other Trust policies and serves to ensure that the Trust meets its legal responsibilities as laid down in current legislation.

It is the policy of New London Educational Trust that:

- 1.** Equality of opportunity will be offered to all members of the Trust community regardless of race, gender (male, female and transgender), age, religion (including those with non-atheistic or agnostic beliefs), sexual orientation, disability (To include unseen disabilities and mental health/learning difficulties), family status, political views or ethnic background.
- 2.** Everyone will be treated with respect, trying to give a prompt and efficient service, always adopting a business-like, helpful and courteous manner not showing favour or disfavour to any individual or group of people (in contravention of Equal Opportunities Policy or Legislation).
- 3.** No-one will be denied opportunity by any form of direct or indirect discrimination on grounds of race, gender, age, culture, sexual orientation, disability or background. Using derogatory remarks, even 'in fun' is offensive and sours working relationships. The use of insulting language can take the form of writing graffiti or slogans, making abusive remarks, or circulating offensive material. All are equally offensive and unacceptable.
- 4.** Access to and participation in education will be actively promoted.
- 5.** The curriculum will develop and support the principal of equality of opportunity.
- 6.** Marketing, publicity and public relations will take account of and promote good practice in equal opportunities.
- 7.** The selection, recruitment and promotion of staff will be in accordance with equal opportunities legislation and good practice.
- 8.** Staff development will support and facilitate good practice in equal opportunities.
- 9.** All forms of harassment are unacceptable and will be the subject of disciplinary action.
- 10.** Good practice in equal opportunities will be promoted and disseminated with the community.
- 11.** All aspects of equal opportunities will be monitored, reviewed and evaluated by the Board of Trustees in accordance with the current legislation.
- 12.** Equal opportunities will be co-ordinated across the Trust in all its activities and locations

The Equal Opportunities Policy as stated will be implemented in the following way:

- 1.** Equality of opportunity will be offered to all members of the Trusts community regardless of race, gender, age, culture, sexual orientation, disability or background.

- 1.1. The Trust will create an environment where all members of the Trust community feel accepted and valued regardless of race, gender, age, culture, sexual orientation, disability or background.
 - 1.2. The Trust will encourage the participation of all members of the Trust community in all aspects of Trust life.

2. No-one will be denied opportunity by any form of direct or indirect discrimination on grounds of race, gender, age, culture, sexual orientation, disability or background.
 - 2.1. Trust practice in terms of equal opportunities will be disseminated, monitored and reviewed.
 - 2.2. Positive action will be taken to ensure that no unlawful discrimination occurs.
 - 2.3. In complying with the requirements of the Disability Discrimination Act the Trust will make readily available to all disabled learners a Disability Statement which comprehensively covers information specified by the DFE.

3. Access to and participation in education will be actively promoted.
 - 3.1. The Trust will actively promote, encourage and facilitate the participation of underrepresented groups.
 - 3.2. Appropriate advice, guidance and education support will be provided to meet individual need.
 - 3.3. All areas of the Trust would be made accessible to all members of the Trust community.
 - 3.4. Open Access and Continuing Education will be promoted.
 - 3.5. The Trust programme will take into account and reflect the needs of the local community. The Trust will research the needs of the local community.
 - 3.6. All staff involved in the admission and enrolment of Learners will be trained in good practice in equal opportunities.

4. The Curriculum design, content and delivery will develop and support the principle of equality of opportunity.
 - 4.1. The curriculum will be designed to develop the potential of all individuals. It will take account of prior learning and experience, and provide opportunity for progression.
 - 4.2. The Trust will facilitate the integration of Learners with disabilities. It will support Learners with learning difficulties by offering individualised programmes of study.
 - 4.3. Courses in English as a second language will be developed to meet local needs.
 - 4.4. All learners will be provided with appropriate support.
 - 4.5. Resource materials that are used will be monitored to ensure that they are consistent with good equal opportunities practice.
 - 4.6. The curriculum offered will develop positive attitudes and values in terms of equal opportunities.
 - 4.7. The curriculum offer will promote an awareness of cultural diversity.
 - 4.8. The Staff involved in teaching and learning will:
 - 4.8.1. Aim to ensure that there is an appropriate range of programmes that cater for all potential Learners.
 - 4.8.2. Aim to ensure that programmes are sufficiently flexible to accommodate learners with domestic responsibilities.
 - 4.8.3. Ensure that course teams audit their materials to ensure balance and appropriateness of content.
 - 4.8.4. Ensure that assignments do not discriminate.

- 4.8.5.** Challenge the use of discriminatory language or behaviour by staff and by learners.
 - 4.8.6.** Ensure the availability of appropriate learning materials for all learners.
 - 4.8.7.** Ensure that organisations with which the Trust has collaborative arrangements pursue the notion of equal opportunities.
 - 4.8.8.** Ensure tutorial support is available to all learners.
 - 4.8.9.** Ensure that staff are aware of the need to accommodate Learners with varying abilities within a group and address differentiation through schemes of work, lesson plans.
 - 4.8.10.** Ensure staff fully utilise learning support systems for their learners, where appropriate.
 - 4.8.11.** Through a termly Course Review Process, monitor and report upon:
 - Age, disability, ethnicity and gender recruitment data on all programmes and, where appropriate, devise strategies to address imbalance.
 - Attendance, retention, achievements, withdrawals and destinations in light of background, age, gender, disability or ethnicity and, where appropriate, devise strategies to address imbalances.
 - Number of Learners with disabilities and/or difficulties on local mainstream programmes.
- 5.** Marketing, publicity and public relations will take account of and promote good practice in equal opportunities.
- 5.1.** Trust publicity and marketing materials will be developed to inform and attract all potential learners.
 - 5.2.** Trust publicity and marketing materials will actively promote positive images of all groups in the community.
 - 5.3.** Liaison with local industry, community groups, religious and voluntary organisations, other educational institutions will be created, developed and maintained to encourage participation in education.
 - 5.4.** The Trust commitment to equal opportunities will be included in relevant publicity, marketing and liaison materials.
 - 5.5.** All persons involved in marketing and promoting the services of the Trust, will:
 - 5.5.1.** Ensure that all marketing materials reflect the NLET Equality statement and are made available in public places throughout the community.
 - 5.5.2.** Devise strategies for marketing and targeting under-represented groups to encourage learning.
 - 5.5.3.** Ensure appropriate ethnic minority or community outlets are used to promote the Trust's programmes.
 - 5.5.4.** Ensure reference to the NLET Equality Policy is made in all publicity materials and that publicity materials are in an appropriate language and media.
 - 5.5.5.** Ensure the appropriateness of posters and other visual displays as well as encouraging those that challenge stereotypes and promote positive and non-stereotypical role models.
- 6.** The selection, recruitment and promotion of staff will be in accordance with equal opportunities legislation and good practice.
- 6.1.** Recruitment for all positions within the Trust will be conducted in a manner consistent with good equal opportunities practice.

- 6.2.** Applicants for posts will be provided with clear and accurate information about posts through advertisements, supplementary materials, job descriptions and interviews.
 - 6.3.** Shortlists are drawn up and appointments made according to pre-set, objective criteria, focused solely upon the suitability of the candidate for the post.
 - 6.4.** Recruitment materials will be written and reviewed regularly to ensure that they encourage a broad range of applicants.
 - 6.5.** Application forms will be written and reviewed regularly to ensure that they conform to good equal opportunities practice.
 - 6.6.** Recruitment and selection training will be part of staff development on equal opportunities issues. All staff involved in recruitment and selection will be trained in good practice in equal opportunities.
 - 6.7.** All Trust's policies will be designed to promote equality of employment opportunity to all staff.
 - 6.8.** All staff responsible for the recruitment and induction of Learners will:
 - 6.8.1.** Ensure the Trust's admission systems are free from bias.
 - 6.8.2.** Ensure pre-course guidance is available to all learners to ensure appropriateness of provision.
 - 6.8.3.** Ensure initial assessment procedures fully take into account the various experience and backgrounds of learners.
 - 6.8.4.** Ensure advice is provided to learners potentially eligible for financial help from the Trust.
 - 6.8.5.** Ensure that ethnicity and gender data are used to review applications and admissions and to identify trends that may become established.
 - 6.8.6.** Ensure that learners undergo an induction process in which they are made aware of the full range of support available, the location of the welfare services, their rights and responsibilities under the NLET Equality Policy.
 - 6.8.7.** Regularly review and report on:-
 - Application by gender, age, disability, ethnicity.
 - Enrolments by gender, age, disability, ethnicity.
- 7.** Staff development will support and facilitate good practice in equal opportunities.
- 7.1.** Staff development will provide training in good practice in equal opportunities.
 - 7.2.** Access to training opportunities and associated publicity materials will be monitored to ensure that this is consistent with NLET Equality Policy.
 - 7.3.** Information and publicity concerning training opportunities will be available to all staff.
 - 7.4.** The NLET Administration Team will:
 - 7.4.1.** Ensure that training opportunities (in particular Equality of Opportunity) are provided for staff so that staff are able to fulfil all requirements of their positions and to recognise learners' differing needs, in order to encourage the highest level of achievement.
 - 7.4.2.** Ensure that the advice given to staff on the choice of training courses and career development opportunities explores all possibilities, based upon the individual's abilities, without regard to traditional stereotypes.
 - 7.4.3.** Ensure adequate staff development programmes are available to provide staff with guidance on handling areas such as multicultural education, harassment, stereotyping etc.

7.4.4. Evaluate the number of staff undergoing training as well as capturing and evaluating Equal Opportunities data and present an annual report to the Board on attendance by gender, age, disability, and ethnicity.

- 8.** All forms of harassment are unacceptable and will be the subject of disciplinary action
 - 8.1.** The Trust will create an ethos where all forms of harassment and their effects are recognised and understood.
 - 8.2.** The Trust will monitor procedures for dealing with harassment of any kind.
 - 8.3.** All members of the Trust community will be informed of these procedures.

- 9.** Good practice in equal opportunities will be promoted and disseminated within the community.
 - 9.1.** Good practice in equal opportunities will be actively promoted with the clients and partners of the Trust.
 - 9.2.** Work experience will be organised, monitored and reviewed in terms of good practice in equal opportunities.
 - 9.3.** In the implementation of work based learning and work experience the Trust will be proactive in promoting equal opportunities and will promote good practice to employers

- 10.** All aspects of equal opportunities will be monitored, reviewed and evaluated in accordance with the NLET Quality Policy.
 - 10.1.** Equal opportunities will be an integral part of the planning, monitoring and review process within the NLET Quality Management process.
 - 10.2.** Equal opportunities policy and practice will be subject to the review process.

- 11.** Equal opportunities will be co-ordinated across the Trust in all its activities and locations.
 - 11.1.** A member of the senior Management team will have specific responsibility for co-ordinating equal opportunities as a cross-Trust function.
 - 11.2.** An Equal Opportunities Committee will be established to implement, monitor and develop Equal Opportunities Policy and practice.
 - 11.3.** It is the responsibility of every member of the Trust community to implement the Equal Opportunities Policy as appropriate.

Race Equality Policy

New London Educational Trust is committed to promoting racial equality and will respond to the Race Relations (Amendment) Act 2000 to fulfil to the full its obligations under the legislation by ensuring equality of opportunity and good relations to persons of different racial groups. In doing so, racial discrimination will be eliminated and good race relations promoted. This policy relates to staff and learners.

It is the policy of New London Education Trust that:

- 1** Race equality will be actively promoted throughout the Trust and the community it serves to ensure good relations to persons of different racial groups.
- 2** Unlawful discrimination will not be tolerated and will be dealt with through established Trust procedures.
- 3** It will work in partnership and in full consultation with ethnic community groups to promote and improve morale.
- 4** Positive action will be used to address under-representation of people from particular ethnic groups.
- 5** Trust policies and procedures will be regularly reviewed to identify and remove barriers.
- 6** In providing services to staff and learners, the Trust will aim to meet the needs of different racial groups.
- 7** Teaching and learning will promote race equality and good race relations.
- 8** Training will be provided to all staff on race equality issues.
- 9** Staff and learner data will be monitored by reference to racial groups to ensure equality of opportunity.
- 10** All aspects of the Policy will be monitored, reviewed and evaluated by the Board in accordance with the current legislation.

The Race Equality Policy as stated will be implemented in the following way:

- 1.** Race equality will be actively promoted throughout the Trust and the community it serves to ensure good relations to persons of different racial groups.
 - 1.1.** Possible barriers to equality of opportunity will be identified, and consideration will be given to how they might be removed.
 - 1.2.** Information and services on racial issues will be provided to all sectors of the Trust community.
 - 1.3.** Collaboration with local community groups will be undertaken and the views of external stakeholders sought to share ideas on good practice.
 - 1.4.** The Policy statement will be published and circulated to all staff and Learners, in the Staff Handbook, learner Handbook and Trust Intranet.
 - 1.5.** Liaison with external providers and Programme Development Groups will be undertaken to ensure consistency of practice.

- 2.** Unlawful discrimination will not be tolerated and will be dealt with through established Trust procedures
 - 2.1.** The Trust will publish guidelines on dealing with issues of harassment.
 - 2.2.** Incidents of harassment will be dealt with under the Trust's disciplinary procedures.

- 3.** The Trust will work in partnership and in full consultation with ethnic community groups to promote and improve morale
 - 3.1** Strong links will be established with ethnic community groups.
 - 3.2** Opportunities to raise awareness through joint activities will be actively explored.
 - 3.3** Active participation in events to celebrate diversity will be encouraged.

- 4** Positive action will be used to address under-representation of people from particular ethnic groups
 - 4.1** Positive action methods to address under-representation of people from particular ethnic groups will be implemented.
 - 4.2** Marketing and publicity literature will reflect the diverse nature of the community.
 - 4.3** Courses and employment opportunities will be advertised in the minority press.

- 5.** Trust policies and procedures will be regularly reviewed to identify and remove barriers
 - 5.1** A revision will be made of any policy or practice that puts people from ethnic minorities at a disadvantage.
 - 5.2** Consideration will be given to racial equality during policy reviews.

- 6** In providing services to staff and learners, the Trust will aim to meet the needs of different racial groups
 - 6.1** Provision of catering services, if any, within the Trust will give due consideration to the dietary requirements of different racial groups.
 - 6.2** The Trust will aim to meet the needs of different racial groups such as a prayer rooms and range of welfare facilities.
 - 6.3** Provision of social facilities, trips, sport and recreation will aim to promote good race relations and equality of opportunity.

- 7** Teaching and learning will promote race equality and good race relations.
 - 7.1** Training will be provided to all staff on how to deal with racial issues resulting in harassment.
 - 7.2** Training will be provided to teaching staff on the appropriateness of classroom materials with due regard to the freedom of academic opinion.
 - 7.3** The Trust will develop strategies to remove barriers including the provision of outreach and community development work.
 - 7.4** Work experience and work placements for Learners will be monitored to ensure equality of opportunity.

- 8** Training will be provided to all staff on race equality issues.
 - 8.1** Training will be provided to all staff involved in learner recruitment processes.
 - 8.2** Learners will receive racial equality training through classroom tutorials and the enrichment programme.
 - 8.3** Additional training for individuals from under-represented groups will be provided and they will be encouraged to apply for particular jobs where under-representation is identified.

- 9** Staff and learner data will be monitored by reference to racial groups to ensure equality of opportunity
 - 9.1** An audit of all employees, by grade, type of contract, pay and other benefits and by ethnic groups will be undertaken.
 - 9.2** Recruitment of staff and Learners will be monitored in line with Census data and a check for disparities in the success rate for applicants, internal and external, from different ethnic groups at all stages of the recruitment process will be undertaken.
 - 9.3** Learner achievement and retention will be monitored by racial groups.
 - 9.4** Internal data will be compared with external local demographic data to look for disparities between ethnic groups.

- 10** All aspects of the Policy will be monitored, reviewed and evaluated by the Board in accordance with the current legislation.
 - 10.1** Grievances, disciplinary action, performance appraisal training and dismissals and other reasons for leaving will be monitored and analysed.

- 10.2** Staff management, training, appraisal and disciplinary procedures will be reviewed annually to ensure that any changes made to the recruitment and selection process are understood and implemented throughout the Trust.
- 10.3** Learner achievement and retention will be monitored by ethnicity.
- 10.4** Monitoring results will be published annually through the Trust's reporting systems, i.e. Trust prospectuses, the Annual Report, and key actions to be implemented incorporated into Trust Development Plans.

Disability Policy

New London Educational Trust is committed to equality and disability awareness and will respond to the Equality Act 2000 to fulfil to the full its obligations under the legislation by ensuring equality of opportunity for all persons regardless of their ability.

This statement provides information about facilities for education for people with learning difficulties and/or disabilities. New London Trust is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled Learners and other disabled people are not substantially disadvantaged.

Supported Learning

A learner requires Supported Learning if he/she has a significantly greater difficulty in learning than the majority of persons of a similar age or has a disability that either prevents or hinders them from making use of the educational facilities that are generally provided. It includes all learners with learning difficulties and disabilities, those with physical disabilities and sensory impairment, as well as those with social, emotional and behavioural difficulties that restrict their learning.

It is the policy of New London Educational Trust that:

- 1.** Learners requiring Supported Learning shall have the same rights of access to Trust courses as other learners.
- 2.** Entry to a Trust course will be determined by the usual academic requirements of that course and Supported Learning provided as appropriate.
- 3.** The Trust will actively co-operate and seek to develop joint delivery with community agencies and special schools in providing access for learners in need of Supported Learning.
- 4.** On-course support shall be adequate and appropriate to the needs of the individual learner and there shall be appropriate resourcing of specialised equipment and welfare support to meet the needs identified in an individual learning plan.
- 5.** The Trust will actively work towards providing an environment that takes into account the learning requirements of all learners.
- 6.** Learners requiring Supported Learning will be encouraged to achieve nationally accredited qualifications where appropriate and be support by our SEN specialist.
- 7.** All staff working on courses that have recruited Learners in need of support shall receive appropriate specialised staff development and there shall be awareness rising amongst all academic and support staff. This staff development will be consistent with the Trust's Staff Development Policy.
- 8.** As part of the normal NLET Quality Policy the Trust Supported Learning provision will be subjected to the usual review procedures of cross-Trust support.

- 9.** This policy statement will be consistent and complementary to all other Trust policy statements and in particular to the Trust's Equal Opportunities Policy and Health and Safety Policy.
- 10.** The Supported Learning Policy will be implemented and monitored by the Welfare Manager/tuitions with cross Trust responsibility for Supported Learning.
- 11.** There will be a Disability Statement issued annually and available to all learners. The statement will include full coverage of the Supported Learning Policy.