

New London Educational Trust



The London Learning Project

Equality Policy

Version 3

Nov 2019

75-81, Sceptre House, Staines Road, Hounslow, London, TW3 3HW.

The ESF 'London Learning' project believes that all people, irrespective of their age, disability, ethnicity, gender, nationality, race, religion or belief, sex, sexual orientation should have equal of opportunity. Acting as the Lead Accountable Body in the project, New London Educational Trust is fully committed to promoting equality in line with the Equality Act 2010 and Public Sector Equality Duty legislation and regulations.

Any kind of breach of the Equality Policy is not acceptable to the London Learning project. Examples of unacceptable behaviour are given to include all forms of activity which place participants, staff, partners or stakeholders in opposition to the aims of this policy, including harassment.

This 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-ups' can be equally offensive and adversely affect working relationships.

Harassment and unjustifiable discrimination because of disability will also constitute a breach of the project's Equality policy. Further details of this may be found in the Lead Accountable Body's Anti-Bullying Policy, a policy with which this document is designed to work in tandem.

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 some cases an individual may be found personally liable.

All persons at the London Learning project (management, staff, partners, participants and stakeholders) have a personal responsibility to uphold the Equality policy by treating current and prospective participants, job applicants, fellow employees, consultants, stakeholders and visitors fairly and impartially. It sits alongside NLET's governing policies and serves to ensure that the London Learning Project meets its legal responsibilities as laid down in current legislation including the Equality Act (2010) and the Public Sector Equality Duty (PSED).

It is expected that all London Learning Project partners (including any sub-contractors and stakeholders) will comply with the duties articulated within this policy document and fulfil the legal responsibilities expressed in the aforementioned Equality Act (2010) and the Public Sector Equality Duty (PSED). London Learning Project will provide such partners with an induction to ensure that these duties are understood and ongoing guidance with their implementation to ensure adequate compliance in this regard.

The contents of this policy will also be explicitly communicated to participants at induction to the London Learning Project and will be reinforced throughout via embedded content in learning materials and the information, advice and guidance offered.

The London Learning Project Equality Policy is divided into three sections:

- Equal Opportunities
- Race Equality
- Sex and Gender
- Disability

Equal Opportunities

It is the policy of the London Learning project that:

1. Equality of opportunity will be offered to all persons (including staff, participants, partners and stakeholders) regardless of real or perceived race, gender (male, female and transgender), age, religion (including those with 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.
3. No-one will be denied the opportunity to access the project and its services 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 the project will be actively promoted.
5. The project's activities will develop and support the principal of equality of opportunity. Marketing, publicity and public relations will take account of and promote good practice in equal opportunities.
6. The selection, recruitment and development of staff will be in accordance with equal opportunities legislation and good practice.
7. All forms of harassment are unacceptable and will be the subject of disciplinary and remedial action.
8. Good practice in equal opportunities will be promoted and disseminated within the project community.
9. All aspects of equal opportunities will be monitored, reviewed and evaluated by the London Learning project Steering Group.
10. Equal opportunities will be co-ordinated across the London Learning Project in all its activities and locations by the Project Lead reporting directly to the Steering Group.

The London Learning project Equality policy will be implemented in the following way:

1. The London Learning project will create an environment where all members of the project community feel accepted and valued regardless of race, gender, age, culture, sexual orientation, disability or background. It will encourage the participation in all aspects of project 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. Equal opportunities practice will be monitored, reviewed and disseminated among partners and stakeholders.
 - 2.2. Positive action will be taken to ensure that no unlawful discrimination occurs.
 - 2.3. The project will make readily available to all disabled participants a Disability Statement comprehensively listing the support services available.

- 3.** Access to and participation in the project will be actively promoted.
 - 3.1.** The project will actively promote, encourage and facilitate the participation of underrepresented groups.
 - 3.2.** Appropriate advice, guidance and skills development support will be provided to meet individual need.
 - 3.3.** All areas of the project will be made accessible to all members of the project community.
 - 3.4.** Open access and ongoing support services will be promoted.
 - 3.5.** The project will take into account and reflect the needs of the local communities in both staffing and delivery activities.
 - 3.6.** All staff involved in the admission and enrolment of participants will be trained in good practice in equal opportunities.

- 4.** The project design, content and delivery will develop and support the principle of equality of opportunity
 - 4.1.** The project is designed to develop the potential of all participants. It will take account of prior learning and experience, and provide opportunity for progression.
 - 4.2.** The project will facilitate the integration of participants with disabilities. It will support participants with learning difficulties by offering individualised programmes of study.
 - 4.3.** All participants will be provided with appropriate support.
 - 4.4.** Resource materials that are used will be monitored to ensure that they are consistent with good equal opportunities practice.
 - 4.5.** The project curriculum will develop positive attitudes and values in terms of equal opportunities.
 - 4.6.** The project curriculum will promote an awareness of cultural diversity and embed equality awareness.
 - 4.7.** Project staff will:
 - 4.7.1.** Aim to ensure that there is an appropriate range of qualifications that cater for all potential participants in the sectors being targeted.
 - 4.7.2.** Aim to ensure that programmes are sufficiently flexible to accommodate participants with domestic responsibilities.
 - 4.7.3.** Audit learning materials to ensure balance and appropriateness of content.
 - 4.7.4.** Ensure that assignments given to participants do not discriminate.
 - 4.7.5.** Challenge the use of discriminatory language or behaviour by staff, participants, partners and stakeholders.
 - 4.7.6.** Ensure the availability of appropriate learning materials for all participants.
 - 4.7.7.** Ensure that organisations with which the project has collaborative arrangements pursue equal opportunities practices.
 - 4.7.8.** Ensure learning support is available to all participants.
 - 4.7.9.** Ensure that staff are aware of the need to accommodate participants with varying abilities within a group and address differentiation through schemes of work, lesson plans etc.
 - 4.7.10.** Ensure staff fully utilise learning support systems for participants, where appropriate.

- 4.7.11. Through a project review process, monitor and report upon attendance, retention, achievements, withdrawals and destinations in light of background, age, gender, disability or ethnicity and, where appropriate, devise strategies to address imbalances.

- 5. The London Learning project marketing, publicity and public relations will take account of and promote good practice in equal opportunities.
 - 5.1. Project publicity and marketing materials will be developed to inform and attract all potential participants e.g. female employees, disabled employees etc.
 - 5.2. Project 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.
 - 5.4. The project's 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 project, will:
 - 5.5.1. Ensure that all marketing materials reflect the project's ethos of equality and are made available in public places throughout the community.
 - 5.5.2. Devise strategies for marketing and targeting under-represented groups to encourage participation.
 - 5.5.3. Ensure appropriate ethnic minority and community outlets are used to promote the project.
 - 5.5.4. Ensure reference to the project's 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 engagement and recruitment of participants will be in accordance with equal opportunities legislation and good practice.
 - 6.1. Participants will be provided with clear and accurate information through publicity, marketing, supplementary materials etc.
 - 6.2. Recruitment materials will be written and reviewed to ensure that they encourage a broad range of applicants.
 - 6.3. Enrolment forms will be written and reviewed to ensure that they conform to good equal opportunities practice.
 - 6.4. All staff involved in participant recruitment will be trained in good practice in equal opportunities.
 - 6.5. All staff responsible for the recruitment and induction of participants will:
 - 6.5.1. Ensure project's admission systems are free from bias.
 - 6.5.2. Ensure pre-project guidance is available to all participants to ensure appropriateness of provision.
 - 6.5.3. Ensure initial assessment procedures fully take into account the various experience and backgrounds of participants.

- 6.5.4. Ensure that ethnicity and gender data are used to review applications and to identify trends.
 - 6.5.5. Ensure that participants 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 project's Equality policy.
 - 6.5.6. Regularly review and report on:-
 - Application by gender, age, disability, ethnicity.
 - Enrolments by gender, age, disability, ethnicity.
7. The London Learning project 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 staff training opportunities will be monitored to ensure that this is consistent with the project's Equality Policy.
 - 7.3. Information and publicity concerning training opportunities will be available to all project staff.
 - 7.4. The project Steering Group will:
 - 7.4.1. Ensure that training opportunities are provided for staff so that staff are able to fulfil all requirements of their positions and to recognise participants' differing needs, in order to encourage the highest level of achievement.
 - 7.4.2. Ensure adequate staff development programmes are available to provide staff with guidance on handling areas such as multicultural education, harassment, stereotyping etc.
 - 7.4.3. 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 London Learning project will create an ethos where all forms of harassment and their effects are recognised and understood.
 - 8.2. The project will monitor procedures for dealing with harassment of any kind.
 - 8.3. All members of the project community will be informed of these procedures.
9. Good practice in equal opportunities will be promoted and disseminated within the project community.
- 9.1. Good practice in equal opportunities will be actively promoted with participants, partners and stakeholders.
 - 9.2. The project 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.
- 10.1. Equal opportunities will be an integral part of the planning, monitoring and review process within the project's 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 project in all of its activities and locations.
 - 11.1.** A member of NLET's senior management team will have specific responsibility for co-ordinating equal opportunities as a project function.
 - 11.2.** An Equal Opportunities Committee will be established to implement, monitor and develop Equality policy and practice.
 - 11.3.** It is the responsibility of every member of the project community to implement the Equality policy as appropriate.

Race Equality

The London Learning project is committed to promoting racial equality and will fulfil its obligations under legislation by ensuring equality of opportunity and good relations to persons of different racial backgrounds or ethnic identity. In doing so, racial discrimination will be eliminated and good race relations promoted. This policy relates to staff, participants, partners and stakeholders.

It is the policy of the London Learning project that:

- 1.** Race equality will be actively promoted throughout the project 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 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.** Project policies and procedures will be regularly reviewed to identify and remove barriers.
- 6.** In providing services to participants, the London Learning project 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 participant 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.

Race equality will be implemented in the following way:

- 1.** Race equality will be actively promoted throughout the London Learning project and the community it serves to ensure good relations to persons of different racial groups.
 - 1.1.** Possible barriers to equality of opportunity due to racial issues will be identified, and careful consideration given to how they might be removed.

- 1.2. Information and services on racial issues will be provided to all sectors of the London Learning project community.
 - 1.3. Collaboration with local community groups and partners will be undertaken and the views of external stakeholders sought to share ideas on good practice that would benefit the project's stance on equality.
 - 1.4. The policy statement will be published and circulated to all staff and participants, in the staff handbook and project handbook.
 - 1.5. Liaison with partners and stakeholders will be undertaken to ensure consistency of practice.
2. Unlawful discrimination will not be tolerated and will be dealt with through established procedures.
 - 2.1. The London Learning project will publish guidelines on dealing with issues of harassment.
 - 2.2. Incidents of harassment will be dealt with under the organisation's disciplinary procedures.
3. The London Learning project 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 project community.
 - 4.3 The London Learning project and employment opportunities will be advertised in the minority press.
5. The London Learning project's 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 participants, the London Learning project will aim to meet the needs of different racial groups.
 - 6.1 The London Learning project will aim to meet the needs of different racial groups through the provision of additional pastoral support such as a prayer room and range of welfare facilities.
 - 6.2 Provision of social facilities will aim to promote good race relations and equality of opportunity.

- 7 The London Learning project's teaching and learning environments 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 project materials with due regard to the freedom of academic opinion.
 - 7.3 The London Learning project will develop strategies to remove barriers including the provision of outreach and community development work.
 - 7.4 Training will be provided to all staff involved in participant recruitment processes.
 - 7.5 Participants will receive racial equality awareness through participant forums.

- 8 The London Learning project's staff and participant data will be monitored by reference to racial groups to ensure equality of opportunity.
 - 8.1 Recruitment of staff and participants will be monitored in line with ESF equalities targets and a check for disparities in the success rate for participants from different ethnic groups at all stages, including the enrolment process, will be undertaken.
 - 8.2 Participant achievement and retention will be monitored by ethnicity.

- 9 All aspects of the policy will be monitored, reviewed and evaluated in accordance with current legislation.

Sex and Gender Equality

The London Learning project is committed to promoting sex and gender equality and will fulfil its obligations under legislation by ensuring equality of opportunity and good relations to persons of different sexes or gender identities. In doing so, sex and gender discrimination will be eliminated and equanimity promoted, whilst acknowledging the specific challenges faced by women and persons of minority genders (e.g. transgender, non-binary). This policy relates to staff, participants, partners and stakeholders.

It is the policy of the London Learning project that:

1. Sex and gender equality will be actively promoted throughout the project and the community it serves to ensure good relations to persons of different sexes and gender identities.
2. Unlawful discrimination will not be tolerated and will be dealt with through established procedures.
3. It will work in partnership and in full consultation with community groups to promote and enhance engagement from under-represented genders.
4. Positive action will be used to address under-representation of people of particular sexes and gender identities.
5. Project policies and procedures will be regularly reviewed to identify and remove barriers.
6. In providing services to participants, the London Learning project will aim to meet the specific needs of different sexes and genders.
7. Teaching and learning will promote sex and gender equality.

- 8.** Training will be provided to all staff on sex and gender equality issues.
- 9.** Staff and participant data will be monitored by reference to sex and gender identity to ensure equality of opportunity.
- 10.** All aspects of the Policy will be monitored, reviewed and evaluated by the Project Steering Committee in accordance with the current legislation.

Sex and gender equality will be implemented in the following way:

- 1.** Sex and gender equality will be actively promoted throughout the project and the community it serves to ensure good relations to persons of different sexes and gender identities.
 - 1.1.** Possible barriers to equality of opportunity due to sex and/or gender issues will be identified, and careful consideration given to how they might be removed.
 - 1.2.** Information and services on sex and gender related issues will be provided to all sectors of the London Learning project community.
 - 1.3.** Collaboration with local community groups and partners will be undertaken and the views of external stakeholders sought to share ideas on good practice that would benefit the project's stance on sex and gender equality.
 - 1.4.** The policy statement will be published and circulated to all staff and participants, in the staff handbook and project handbook.
 - 1.5.** Liaison with partners and stakeholders will be undertaken to ensure consistency of practice.
- 2.** Unlawful discrimination will not be tolerated and will be dealt with through established procedures.
 - 2.1.** The London Learning project will publish guidelines on dealing with issues of harassment.
 - 2.2.** Incidents of harassment will be dealt with under the lead organisation's disciplinary procedures.
- 3.** The project will work in partnership and in full consultation with community groups to promote and enhance engagement from under-represented genders.
 - 3.1** Strong links will be established with representative community groups dealing with sex and gender-related issues.
 - 3.2** Opportunities to raise awareness through joint activities will be actively explored.
 - 3.3** Active participation in events to celebrate gender identity will be encouraged.
- 4.** Positive action will be used to address under-representation of people of particular sexes or gender identities.
 - 4.1** Positive action methods to address under-representation of people from particular sexes or gender identities will be implemented.
 - 4.2** Marketing and publicity literature will reflect disadvantaged sexes and gender identities positively.

- 4.3** The London Learning project be promoted in the minority press/media.
- 5.** The London Learning project's 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 specific sexes or gender identities at a disadvantage
 - 5.2** Consideration will be given to sex and gender equality during policy reviews.
 - 5.3** Special consideration will be given to the specific barriers encountered by women and persons of minority genders from minority ethnic backgrounds.
- 6.** In providing services to staff and participants, the London Learning project will aim to meet the needs of different racial groups.
- 6.1** The London Learning project will give due consideration to the provision of women-only or similarly gender-specific access.
 - 6.2** Provision of social facilities will aim to promote positive sex and gender relations and equality of opportunity and/or the opportunity to engage with social facilities in a single gender environment.
- 7.** The London Learning project's teaching and learning environments will promote sex and gender equality.
- 7.1** Training will be provided to all staff on how to deal with sex and gender issues resulting in harassment.
 - 7.2** Training will be provided to delivery staff on the appropriateness of project materials with due regard to the freedom of academic opinion.
 - 7.3** The London Learning project will develop strategies to remove barriers including the provision of outreach and community development work, with special reference to the specific barriers encountered by women and persons of minority genders from minority ethnic backgrounds.
 - 7.4** Training will be provided to all staff involved in participant recruitment processes.
 - 7.5** Participants will receive sex and gender equality awareness through participant forums.
- 8.** The London Learning project's staff and participant data will be monitored by reference to sex and gender identity to ensure equality of opportunity.
- 8.1** Recruitment of staff and participants will be monitored in line with ESF equalities targets and a check for disparities in the success rate for participants of different sexes and genders at all stages, including the enrolment process, will be undertaken.
 - 8.2** Participant achievement and retention will be monitored by sex and gender identity.
- 9.** All aspects of the policy will be monitored, reviewed and evaluated in accordance with current legislation.

Disability Policy

The London Learning project is committed to equality and disability awareness and will respond to the Equality Act 2010 to fulfil 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. The London Learning project 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 participants are not substantially disadvantaged. London Learning project also recognises that not all disabilities are immediately apparent and unseen or temporary disability is treated equally under this provision.

Supported Learning

A participant 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 learning and development facilities that are generally provided. It includes all participants 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 the London Learning Project that:

1. Participants requiring supported learning shall have the same rights of access to the project as other participants.
2. The London Learning project will actively co-operate and seek to develop joint delivery with agencies that can support access to provision for participants in need of supported learning.
3. Support while on the project shall be adequate and appropriate to the needs of the individual participant as identified in their In-Work Support Plan (IWSP).
4. The London Learning project will actively work towards providing an environment that takes into account the learning requirements of all participants.
5. Staff disability awareness training will be undertaken.
6. This policy statement will be consistent and complementary to all other London Learning project policy statements.
7. The supported learning policy will be implemented and monitored by the Project Lead in tandem with the lead partner's Welfare Manager.
8. There will be a Disability Statement issued annually and available to all participants. The statement will include full coverage of the Supported Learning Policy.

Policy Approval:

This policy has been approved by:

Signature:



Name: Phil Davis

Position: Chief Executive Officer

Date: 21st November 2019