

## **Equality and Diversity Policy**

*Note: Venture Training is the trading name for High 5 Sports Ltd.*

*Designated Equality Officer: Ian Harris*

### **POLICY STATEMENT:**

Venture Training is committed to developing the prosperity and wellbeing of the communities we serve through ensuring fair access to education, equality of opportunity for all and embracing the diversity of our local community.

Promoting and embedding equality and diversity in our culture and practices is pivotal to being an employer and a provider of choice. We also have a moral and legal responsibility to develop and support students to be responsible members of society. We will therefore take every reasonable step towards ensuring that equality and diversity is at the heart of everything we do.

We will treat all staff, students, visitors and stakeholders with respect and dignity. We unequivocally oppose all forms of prejudice and will not tolerate any discrimination on the grounds of disability, marital or civil partnership status; race; colour; ethnicity; nationality; gender and gender identity, trade union activity; age; religion or belief, pregnancy, maternity, paternity or sexual orientation.

Under the Public Sector Duty Venture Training will meet the requirements of the duty and will make best endeavours to go beyond the requirements where possible; in carrying out our activities we will consistently pay due regard to:

- Eliminating unlawful discrimination
- Advancing equality of opportunity
- Fostering good relations between people from diverse backgrounds

### **PURPOSE AND SCOPE:**

The purpose of this policy is to demonstrate the Company commitment to upholding and valuing the principles of diversity, inclusion, fair treatment and equality of opportunity. The policy outlines the Company's commitments to the protected characteristics as specified in the Equality Act 2010 as well as the operational steps that the Company takes to advance and monitor equality within the organisation.

The policy applies to all members of staff and students, visitors, contractors, service providers, and any other persons associated with the functions of the Venture Training. Subcontractors are expected to work in accordance with this policy and evidence how they meet any equality objectives as determined by specific funding rules.

## **DETAILS:**

### **1. Definition of Terms**

**Discrimination** is defined as an act which has the effect of treating a person less favourably because of factors related to their personal characteristics such as disability or sexual orientation, and unrelated to their merit. It can be direct (against an individual) or indirect (against a group of individuals that share the same protected characteristic).

Discrimination on the basis of perception and association is also illegal.

**Diversity** encompasses all forms of difference in individuals even if they are not covered by legislative acts, such as height and weight.

**Extremism** can be defined as ideologies or beliefs considered to be far outside the mainstream attitudes of a society, generally to the extent that there is a violation of common moral standards. Extremism can take many forms, including political, religious and economic.

**Harassment** is unwanted conduct which may create the effect (intentionally or unintentionally) of affecting an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning or working environment. Harassment may be persistent or an isolated incident, and may be by an individual against an individual or involve groups of people.

**Stereotyping** is defined as a standardised mental picture that one person or group of people holds in common about another person or Company of people, and can be either positive or negative.

**Positive Action** is the deliberate introduction of measures to eliminate or reduce discrimination, or its effects. It is not about special treatment for any one particular group, but the fair treatment of all people. It is distinct from positive discrimination which is unlawful.

### **2. Responsibilities**

It is the duty of every member of staff, students and Governors to avoid discriminatory practices, to accept personal responsibility for the application of the

policy and to bring any potential or actual infringements to the attention of management so that they can be addressed.

*Specific responsibilities are as follows:*

2.1 Directors are responsible for:

- Ensuring the Venture Training meets all its duties under relevant legislation.

Receiving and approving monitoring reports on the policy through the Equality and Diversity Annual Report.

2.2 The Senior Management Team is responsible for:

- Giving a consistent and high profile lead on all equality issues
- Promoting the equality policy both internally and externally
- Making sure the equality policy and its procedures are followed

2.3 Managers at all levels are responsible for:

- Putting the policy into practice, championing equality and diversity and acting as role models to ensure that it is promoted and embedded at every opportunity
- Making sure all the staff know their responsibilities and receive support and training to carry these out
- Taking action against staff or students who discriminate, harass or victimise others for reasons of race, disability, gender, sexual orientation, religion or belief, age, gender reassignment, maternity and paternity, marriage or civil partnership

2.4 All staff are responsible for:

- advancing equality of opportunity
- operating within this policy at all times
- challenging inappropriate language and behaviours
- completing mandatory equality and diversity training

2.5 Operations Team are responsible for:

- following the Equality Act 2010 and any equality conditions in contracts or agreements

2.6 Students are responsible for:

- following the Equality and Diversity Policy
- behaving in a manner that is in accordance with the requirements of the Policy

### **3. Meeting the needs of students**

3.1 Information, advice and guidance is available to all students in accessible formats that meets their individual needs. The ethos of information, advice and guidance within the Company is to challenge stereotypes within society, provide impartial support and to help remove barriers to individual achievement.

3.2 All applicants to Venture Training receive a fair interview process relevant to their needs, with reasonable adjustments made where necessary. Admissions and enrolment procedures will be supportive and as straightforward as possible.

3.3 All students receive a full induction which introduces the culture of the Venture Training as a non-discriminatory and liberating place to learn. As part of their

induction programme, students will be made aware of the Equality and Diversity Policy, the Anti-Bullying and Harassment Policies and of their rights and responsibilities according to the Company Expected Behaviours and the Company's Complaints Procedure.

3.4 Students with learning difficulties and/or disabilities will have the same rights of access as other students. Guidance and support will be provided to enable such students to be integrated into the full range of programmes of study according to capability.

3.5 Venture Training will endeavour to offer individual and flexible programmes of study to students who request and/or need them. Measures to assess and accredit prior learning and/or experience will be introduced where this is permitted by examining bodies.

3.6 Students who are eligible for support to complete their studies are assured of this support from the Venture Training. This includes financial, learning and pastoral support.

3.7 Venture Training originated curriculum materials will be monitored and evaluated on a regular basis to ensure that they do not promote sexism, racism, or any other form of discrimination. (An exception may be permitted with the inclusion of materials used for illustrative purposes within the context of the subject being taught). Any incitement of discrimination, harassment or extremist views will be tackled immediately by staff.

3.8 Venture Training has a robust Safeguarding Policy which supports all students and ensures a safe and fair learning environment which is free from all forms of discrimination. Venture Training is committed to ensuring all students are aware that behaviours and activities associated with discrimination, harassment and extremism will be promptly addressed.

3.9 The Company will aim to ensure that information about its programmes of study and services is made available to the widest possible audience. Publicity materials will be produced in a range of formats to avoid prejudice and stereotyping.

### **3b. Access Arrangements**

Venture training is committed to ensuring that reasonable adjustments are made to allow students the very best access to learning and assessment when studying with us. We will take reasonable steps to overcome any substantial disadvantage a student might have due to SEN and/or a disability.

Procedures in place to meet the needs of each individual in relation to access include:

- Initial questionnaire and reference screening from secondary education or education previous to understand previous procedures put in place at school/college to help the individual. This maybe in the format of a Form-8.

- Continued monitoring throughout the course and assessment and feedback amongst the Venture Training team to identify additional needs for access the student may have.
- Ensuring additional time and support is offered and provided to the student for both teaching time, one to one support and assessment.
- Help and assistance with necessary technology or methods of recording that might be needed to help support the learner.

Adjustments for learners may come in the form of the following:

- Additional time
- Reader (human or computer)
- Word processor
- Scribe
- Prompter
- Practical assistant
- Enlarged papers
- Modified paper (colour, font size, braille, language etc)
- Smaller/individual room
- Read aloud
- Rest breaks

Indicators that access arrangements might need to be put in place, if they haven't previously been identified may include:

- Making frequent spelling/grammatical errors
- Reading a passage but unable to answer questions about it
- Struggling with reading/slow reading
- Words moving around the page or blurring (check eyesight first!)
- Running out of time to copy work off the board
- Unable to keep up with taking notes
- Untidy/slow handwriting
- Getting 'stuck' and unable to move on
- Having problems getting ideas down on paper, despite doing an essay plan
- Pain when writing for prolonged periods
- Generalised exam anxiety
- Reading questions and thinking aloud

## **4. Staffing and recruitment**

4.1 Venture Training embraces diversity in all its aspects and aims to employ a workforce, which reflects at every level, the community it serves.

4.2 In seeking to achieve a balanced workforce at all levels, the Company will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.

4.3 The Company is also positive about employing disabled people and is committed to the following principles:

- To provide inclusive and accessible recruitment
- To ensure job adverts are advertised through a range of channels
- To ensure job adverts are available in accessible formats
- To offer interviews to disabled people if they meet the minimum criteria
- To provide reasonable adjustments for all interviews
- Support any existing employee who acquires a disability or long term health condition enabling them to stay in work

4.4 Venture Training will aim to ensure that all staff are recruited, selected, trained and promoted solely on the basis of ability and the requirements of the job. All staff will be made aware of the equality policies and the Company will ensure that Human Resources policies and practice fulfil the principles of Equal Opportunities.

## **5. Staff development and training**

5.1 Staff are expected to complete training in equality and diversity when they commence employment at the Company and to refresh this regularly. Staff induction provides new staff with awareness about the culture of the company and staffs' roles and responsibilities in ensuring equality and diversity is upheld.

5.2 All staff have the same rights to training opportunities whether they are part-time or on maternity, paternity or adoption leave. Training and development activities will be scheduled at a variety of times and on different day to accommodate a range of staff needs.

5.3 Lecturers receive training in embedding equality and diversity within teaching learning and assessment and are supported through college processes to ensure good practice is achieved within their roles.

5.4 Managers receive training in fair and inclusive staff recruitment practices.

## **6. Commitments to the Protected Characteristics**

The following table gives further, specific details about the commitments that Venture Training is making to support equality and diversity good practice in relation to the

protected characteristics as defined in the Equality Act 2010.

## **Age**

Venture Training recognises that education is a life-long pursuit and, subject to formal funding arrangements, works to support students of all ages to achieve the qualifications they desire. The Company endeavours to provide appropriate support for all students within these boundaries.

The Company will not use age-related criteria for staff recruitment purposes, unless it is to take positive action.

All staff members have equal rights to training, promotion and other aspects of career development.

Retirement age is when an employee chooses to retire and in line with legislation the Company does not set a compulsory retirement age for staff. If a member of staff chooses to work longer, they cannot be discriminated against.

It is an employee's responsibility to discuss when and how to retire with their employer. This could include phasing retirement by working flexibly and support will be given to them to make the transition i.e. advice on pensions.

## **Disability**

Venture Training welcomes applications from people with disabilities, values the contribution of existing staff and students with disabilities, will treat staff and students fairly should they become disabled and ensure that they are not placed at a disadvantage.

The Company will pay due regard to reasonable adjustments for staff and students with disabilities such as:

- adjusting the premises
- altering working hours (or offering flexible learning opportunities for disabled students)
- allowing reasonable time off for treatment
- making Company materials available in the preferred format
- acquiring or modifying equipment

## **Ethnicity and Nationality**

Venture Training takes positive steps to market our courses and jobs to a wide audience to ensure diversity within the Company. Staff and students will not be discriminated against on the basis of ethnicity or nationality.

## **Gender and Gender Reassignment**

The Company undertakes to celebrate and raise awareness about gender diversity and raise awareness through events such as International Women's Day, MoVember etc. The Equality Act covers direct discrimination, victimisation and harassment in employment or training on the grounds of gender reassignment, and applies to both staff and students.

It protects a person who intends to undergo, is undergoing, or has undergone gender reassignment from unfavourable treatment on the grounds of their gender reassignment.

This includes people preparing for medical treatment. Protection applies from the moment when the person indicates their intention to start the reassignment process, even if they subsequently change their mind.

There is a statutory duty on all public authorities, when carrying out their functions, to have 'due regard' to the need to eliminate unlawful discrimination and harassment, and promote equality of opportunity between trans people and other people.

To comply with this the College considers trans issues in the Equality and Diversity policy and considers the impact of policies and procedures on trans staff and students. We also consult staff and students on their work to promote gender equality and tackle discrimination against trans people.

## **Pregnancy and Maternity**

Venture Training works to support all students to achieve the qualifications they desire including those who are pregnant, become pregnant or have recently been pregnant. Where the needs of the student conflicts with existing working or learning requirements, the Company will make adjustments, where practicable, to meet those needs. This may include adaptations for dress code or flexible timetabling. If a student discloses that they are pregnant at the start of a course, appropriate advice and guidance will be given and risk assessments will be undertaken to ensure that the student is on the right course and can achieve. If a student becomes pregnant whilst on their course, a risk assessment will be undertaken and support measures will be put in place to ensure that the student can achieve. It is the responsibility of the student to disclose pregnancy.

The College will not discriminate against any member of staff or job applicant because of pregnancy or maternity. All staff members have equal rights to training, promotion and other aspects of career development.

## **Religion and belief**

Where cultural or religious needs conflict with existing working or learning requirements, the Company will make reasonable adjustments, where practicable, to meet those needs. This may include adaptations for prayer times, dress codes, dietary requirements or religious holidays.

## **Sexual Orientation**

The Company is committed to working towards an environment where all people feel able to be open about their sexuality, and has begun working proactively to promote awareness and tackle negative stereotypes.

Homophobic propaganda, in the forms of written materials, graffiti, music, emails, text messages, social networking websites or speeches will not be tolerated. The Company undertakes to remove immediately any such material whenever it appears on the premises and to take action as appropriate.

The Company should provide a supportive environment for staff and students who wish it to be known that they are lesbian, gay, or bisexual. However, it is the right of the individuals to choose whether they wish to be open about their sexual orientation in the Company. To 'out' someone without their permission is a form of harassment, and should be treated as such.

## **7. Implementation of the Policy**

7.1 The responsibility for making the Policy work in practice rests with all managers, staff supervisors, representatives, individual staff and students.

7.2 In ensuring that this policy is fully effective, and that all company staff are committed to it, the company undertakes to work locally in partnership with the recognised trade unions, and with staff in general, in its development and implementation

7.3 Venture Training has a three year equality action plan and reports annually on progress against objectives. Equality and diversity are embedded in policies and procedures and the Company Management Team maintains oversight and compliance.

## **8. Monitoring and review – students**

8.1 The gender, ethnic origin, disability and age of all student applicants and enrolees will be monitored to inform Admissions policies. Course Teams will identify and monitor other socio-economic factors to inform curriculum development.

8.2 Student experience surveys (start of year and mid-year) will ask students to feedback on how safe they feel and the Company's performance on tackling bullying and discrimination.

8.3 Retention, achievement and destinations by age, gender and ethnicity will be monitored to inform curriculum and assessment policies and address any achievement gaps.

## **9. Monitoring and review – staff**

9.1 The Company will use the two main forms of monitoring, i.e. of the composition of the existing workforce and the recruitment process, looking at the workforce with reference to ethnicity, disability, age and gender in particular so that equality gaps can be identified and addressed where possible.

9.2 The Company will also categorise staff according to grade, contract type, i.e. whether full-time, permanent or temporary, age, length of time in post, place of work and salary. Records should also be kept of training, appraisals, promotions, re-grading and discretionary pay awards.

9.3 After the employment relationship has ended, the Company will retain data about the composition of the workforce, including appraisal and promotion records on an anonymous basis for the purpose of carrying out equal opportunities monitoring, and will also look at reasons for resignations and staff turnover.

9.4 An annual staff survey will be undertaken which asks for staffs' feedback on aspect of equality and diversity such as culture and learning and development opportunities.

## **10. General**

10.1 Staff and students are encouraged and supported in reporting any instances of discrimination. The Company will ensure that all allegations are fully investigated and that confidentiality is maintained throughout any investigation.

10.2 If a member of staff believes they have not been treated fairly, due to prejudice, or discrimination, they should raise their complaint through the Grievance Procedure or if more appropriate the Anti-Harassment Procedure (staff).

10.3 If a student believes they have not been treated fairly, due to prejudice, or discrimination, they should raise their complaint through the Operations Director or Student Complaints Procedures.