



## Equal Opportunities & Inclusion Policy

### Introduction

Debut is an equal opportunity company and is committed to a policy of treating all its learners, visitors' employees and job applicants equally.

Debut's policy incorporates the Equality Act which came into force in October 2010 and covers legislation which includes:

- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995

### Policy Statement

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination. Serious breaches of the equal opportunities policy will be treated as gross misconduct and could render the employee liable to summary dismissal.

### Equality

'Equality is about treating people fairly and ensuring that everyone is given a fair chance, it is not about treating everyone the same'. 'Equality recognises that people have many different needs that have to be met in different ways'.

### Diversity

'Diversity is about valuing difference between individuals and groups of people. Diversity welcomes these differences rather than trying to get rid of them. It is only where diversity is recognised and celebrated that there can be real equality'.

Debut are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, learners and others who work for us will be treated fairly and will not be discriminated against on any of the below grounds. Decisions about recruitment and selection, promotion, training or disciplinary action will be made objectively and without unlawful discrimination. We recognise that the provision of equal opportunities in the workplace is not only good management practice it also makes sound business sense. Our Equal Opportunities and Inclusion policy, workshops, training and meetings will help all our employees and learners develop their full potential. The talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

### The Equality Act 2010

This Act's basic framework of protection safeguards against:

- direct and indirect discrimination, harassment and victimisation in services and public functions, premi, work, education, associations and transport
- changing the definition of gender reassignment, by removing the requirement for medical supervision

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- providing protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic
- clearer protection for breastfeeding mothers
- applying a uniform definition of indirect discrimination to all protected characteristics
- harmonising provisions allowing voluntary positive action

The Equality Act brings together 116 separate pieces of legislation. Protection from unlawful discrimination is provided by this act in relation to the following 9 protected characteristics:

1. *Race*
2. *Age*
3. *Sex*
4. *Gender reassignment*
5. *Marital or civic partnership status*
6. *Pregnancy & Maternity*
7. *Religious belief*
8. *Disability*
9. *Sexual Orientation*

We will do all that we can to ensure that all employees who work with us and all learners who learn with us have the opportunity to participate fully and achieve their full potential and will take positive steps to eliminate physical, social and economic barriers to access. We adopt a zero tolerance approach to bullying and harassment and will ensure that all employees and learners accept their individual responsibility to uphold equality and show respect to others. All employees and learners are expected to actively promote equality and diversity by valuing and respecting the many differences which exist between people.

Debut will refer to Government guidance on all equality matters as required and will ensure they keep abreast of all policy and regulation updates and amend their service and policy accordingly. Debut takes all reasonable steps to recruit learners and to employ and promote employees on the basis of their abilities and qualifications without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

The designated Equal Opportunities personnel are:

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## **Compliance**

The Senior Management team have overall responsibility for ensuring that Debut operates within a framework for promoting Equality & Diversity. The Center Manager is responsible for reviewing the Equality & Diversity Policy annually and updating it if new legislation needs to be followed. Debut will ensure that all advertising and publicity material avoids stereotypical images in both language and illustrations and be free of discriminative wording.

Our policy sets out clear guidelines to ensure employees must not harass or intimidate other employees or learners on the grounds of race, religion, colour, sex, age, national origin, disability or sexual orientation. Such behaviour will be treated as gross misconduct in accordance with the Company's disciplinary procedure.

Learners and Employees should draw the attention of their tutor to suspected discriminatory acts or practices they will then be supported in their complaint by Debut. Employees and learners must not victimise or retaliate against another person who has made allegations or complaints of sex or racial discrimination, or discrimination on the grounds of disability or sexual orientation, or provided information about such discrimination. Such behaviour by employees, learners or staff will be treated as gross misconduct in accordance with the Company's disciplinary procedure. Employees or learners should support colleagues/peers who suffer such treatment and are making a complaint.

Senior Managers are responsible for ensuring their staff understand Equality & Diversity and how to report any perceived discrimination, harassment or bullying. All employees and learners have a big responsibility for promoting Equality & Diversity and for ensuring that they both neither intentionally nor unintentionally discriminate, harass nor bully fellow colleagues or learners.

Tutors are responsible for promoting and raising learners understanding and awareness of Equality & Diversity. Promotion and awareness will be raised via learner reviews and visits and also within classroom sessions.

We will raise employees and learners awareness and understanding of Equality & Diversity in accordance with it commitment centre wide and this will be achieved in a number of ways; such as:

- Regular staff training, awareness and updates
- External advice and guidance from approved sources such as the Equality & Human Rights Commission and ACAS
- Poster Campaigns / Dedicated Equality & Diversity notice-boards within our locations
- Raising awareness at learner inductions
- Raising learner awareness at reviews and documenting this on learning journeys to confirm understanding
- Incorporating activities within lesson plans and schemes of work, naturally embedding the subject (including making it industry related)
- Promoting Equality & Diversity in the Learner Handbook
- Incorporating E&D workshops into the learner programme

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## **Fair Recruitment**

The recruitment process must result in the selection of the most suitable person for the job or course in respect of experience and qualifications. Debut ensures that any position is available to all by clear and open advertising, with the selection process being standardised and open to scrutiny. Debut Senior Staff who are responsible for the DBS clearance and safer recruitment of staff have received training in Safeguarding and Safer Recruitment. See Debut's Safer Recruitment Policy for further information.

## **Grievances and complaints**

All allegations of sex or racial discrimination or discrimination on the grounds of disability or sexual orientation will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group.

## **Monitoring equal opportunity**

The Company will regularly monitor the effects of selection decisions for both learners and employees; and personnel practices and procedures in order to assess whether equal opportunity is being achieved. The Company will, from time to time, look at:

- The sex and ethnic composition of the workforce of each department and changes in distribution over periods of time;
- The sex and ethnic composition of the learners attending courses and changes in distribution over periods of time;
- The selection decisions for recruitment, promotion, transfer and training, according to the sex or racial group of candidates, and the reasons for those decisions.

The Company will, from time to time, review the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful indirect discrimination.

## **Equality & Equal Pay Act 2010**

Debut complies with the Statutory Code of Practice Equality Act 2010, i.e.

*The Equality Act 2010 (the Act) gives women (and men) a right to equal pay for equal work. It replaces previous legislation, including the Equal Pay Act 1970 and the Sex Discrimination Act 1975, and the equality provisions in the Pensions Act 1995.*

Debut ensures that employees are entitled to know how their pay is calculated. A staff member's job description will detail working hours, hourly rate and if applicable, overtime or bonus rates. Debut does not prevent employees from having discussions with Senior Managers to establish if there are differences in pay, although it does request that employees keep pay rates confidential from people outside the workplace. An employee who thinks they are not receiving equal pay can write to their employer asking for information that will help them establish whether there is a pay difference and if so the reasons for the difference.

## **Learners Statement**

Debut has a strong commitment to helping employed and voluntary groups of workers to increase their skills. To this end, the company strives to recruit learners onto programmes regardless of their perceived barriers to learning. These barriers may be basic skills needs such as literacy or



numeracy needs caused by dyslexia, lack of formal education or due to the learner being a speaker of a language other than English or barriers in relation to their disability. Debut's Center Manager fosters links with Essex County Council's Employability & Skills Intervention Team who work hard to place NEET learners in education so they are aware of funded courses available and opportunities for their future.

Debut encourages the employers of our learners to carry out thorough self evaluation regarding their own practices relating to equality and diversity and to work with employers who feel the need for advice and assistance with their practices. The company will assist those companies that require help with their own basic skills needs policies in order that they may remain current.

Debut's expectations requires Employers to become involved in their learners' programmes and progress; the company will monitor attendance and ensure that employers are kept informed of attendance rates, in addition to inviting the employers to evaluate the learning that has taken place. Debut informs all Employers of the expectations that they have regarding their role and how to support their apprentice in the workplace, ensuring inclusion and equality is upheld at all times. Where there are trade unions representatives the company will endeavour to include them in the learner's needs and progress.

### **Learner Additional Support**

At the heart of this policy is the pre entry diagnostic screening that will be carried out with every learner prior to their being offered a place onto one of our programmes. This will ensure that learners are matched to the right provision/course; advisers will develop individual learning journeys, based on the results of the screening, with clear benchmarks for easier monitoring. Where learners are committed to longer periods of learning, their learning journeys will include long and short term goals; learners can expect to receive regular written feedback on their progress and advice and guidance on progression opportunities.

Those learners that require additional support will be directed to the appropriate provision. This could be dedicated to the needs of that priority group, or involve part-time provision taking place at work or off-site, or self-study packages available online through learndirect. Learners are encouraged to complete a self-assessment PSED form to divulge information relating to them personally. The Center Manager and Support Officer ensure that appropriate support and guidance is put in place by means of a support plan. Additional support funding may be applied for if available. If no funding is available and a learner is found to require any additional support, Debut does not deny learners support but will ensure help is offered, either by Debut support staff or outside agencies. Please refer to Debut's PSED Support Policy for further information.

Due to disability disclosure constraints and confidentiality issues, it will be the decision of the learner to inform their employer of their support needs and this will be encouraged by their Assessor so information is shared openly and fully.

### **E&D Training**

E&D training is an indispensable part of an effective service that has E&D at the heart of its values. It is essential that every staff member is trained to perform his or her job effectively and with an up-to-date and full knowledge of E&D. All employees will be trained in E&D prior to being allocated any

new role. Training will be refreshed intermittently and knowledge will be embedded or underpinned at regular staff meetings.

### **Learner Knowledge & Awareness of E&D**

Debut ensures that it embeds E&D throughout a learner's programme and will also evaluate learning has taken place by means of a workshop, questioning, practical assessments, review questions, learner questionnaires and completion of a E&D activities.

### **Access to Fair Assessment Policy Statement**

Debut seeks to provide equal access to assessment for all candidates, ensuring that there are no unnecessary barriers to assessment and that any special arrangements for candidates preserve the validity, reliability and integrity of the qualification. Debut will promote special arrangements for candidates with a particular assessment requirement, according to individual need, ensuring such candidates are not disadvantaged or advantaged in relation to other candidates.

### **Monitoring the Policy is upheld**

This is achieved by the following:

- Monitoring learner and staff knowledge
- Moderation of learner review
- Staff Meetings
- Mediation and monitoring of feedback from learners
- End of Year Feedback from Staff

### **Linked Policies**

Please refer to Debut's linked policies below for additional information regarding Equal Opportunities & Inclusion Standards:

- Admissions & Application Policy
- Academic & Vocational Appeals Policy
- Access to Fair Assessment Policy
- Code of Conduct – Staff Policy
- Code of Conduct – Learner Policy
- Complaints Policy
- Disciplinary Policy
- Employer (Work Based) Support & Expectation Policy
- Guidance Policy
- Grievance Policy
- IAG Policy
- Induction Procedure – Staff Policy
- Induction Procedure – Learner Policy
- Internal Quality Assurance Policy
- Learner Support & Super Group Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Learner Positive Behaviour Management Policy
- Marketing & Advertising Policy

- Review & Appraisal – Staff Policy
- Review & Appraisal – Learner Policy
- Safer Recruitment Policy
- Staff CPD/Personal Development Training Policy
- Teaching & Learning Policy
- Whistle Blowing Policy

**Policy Revision**

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