

Hull Training and Adult Education

Equality and Diversity Policy

2017-18

An Introduction to Hull Training and Adult Education

Background to the Organisation

Hull Training and Adult Education (HTAE) is a large provider of both work-based learning and adult education, providing learning programmes for young people, families and adults of all ages.

Our Mission

To be the training provider of choice for learners and employers in the City and surrounding area, by delivering high quality, flexible education and training relevant to local business, learners and community needs.

Our Vision

We will contribute to the economic regeneration and social cohesion of Hull by working with employers, partners and learners providing high quality and relevant education and training which ensures the City has a well-qualified and skilled workforce and a culture of lifelong learning.

Our Commitment to Equality and Diversity

At Hull Training and Adult Education we believe that all our learners should have the opportunity to reach their potential and that all our learners should be treated with respect and fairness. We value those differences that make us all unique individuals.

Objectives and scope

The objectives of this policy are:

- To ensure everyone connected with the organisation is aware of our commitment to Equality and Diversity and knows what we expect of them with regard to it
- To demonstrate how we ensure the law is upheld and we meet our duties
- To show how we use Equality and Diversity to improve the quality of our provision

This policy applies to all current and future learners, employees, employers, sub-contractors, visitors and other stakeholders.

Monitoring and revision

The policy will be reviewed in July of every year in consultation with those to whom it applies and will be revised as necessary.

Relevant reference materials and training

Hull City Council documents and training

HTAE is a part of Hull City Council's Children, Young People and Family Services. As such, we benefit from access to the Council's policies, procedures and guidelines. This includes:

- Equality Analysis Guidance
- Public Sector Equality Duty
- Recruitment and Selection

All Hull City Council staff have access to the ORACLE Self Service Learning and can access the following learning packages:

- Equality and Diversity
- Public Sector Equality Duty
- Equality Analysis
- Trans Awareness
- WRAP (Workshop to Raise Awareness of Prevent)
- Hate Crime and Hate Incident Awareness
- Community Tension
- Mental Health Awareness (including guidance for line managers and advice for employees on stress)
- Equality and Diversity in Recruitment and Selection
- Disability and Discrimination
- A Guide to Reasonable Adjustment

HTAE documents

We have developed these materials which are relevant to Equality and Diversity:

- Embedding Equality and Diversity in Teaching, Learning and Assessment
- Implementing Equality and Diversity in the Classroom
- BE FAIR! Policy for learners
- Equality, Diversity and Inclusion Information for Learners
- Learner Handbook
- Learner Support Handbook
- Equality and Diversity Diary
- Equality and Diversity Questions for the Learner
- Learner Conduct Policy
- What we Should Expect from Each Other
- Fundamental British Values

The VLE

HTAE policies, guides and examples of good practice are available in the Virtual Learning Environment, accessible by all staff. The two relevant sections are:

- **Equality and Diversity**- which contains a Diversity Diary and other key documents.
- **Learning Support** – which contains information on a variety of learning difficulties and disabilities and how to support learners with additional needs

Equality Law and Duty

The Equality Act simplifies, streamlines and strengthens the law, giving individuals greater protection from unfair discrimination and making it easier for employers and companies to understand their responsibilities. It also sets a new standard for those who provide public services to treat everyone, with dignity and respect.

There are nine protected characteristics under the act:

- Disability: physical, mental and learning
- Gender
- Ethnicity and race
- Religion, faith and belief, including refraining from
- Age
- Sexuality
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership

The Public Sector Equality Duty was created by the Equality Act 2010, and replaces the race, disability and gender equality duties. It ensures public sector organisations like Hull City Council are aware of their responsibility to promote equality and diversity.

Managing Equality and Diversity (roles and responsibilities)

Equality and Diversity and Learning Support Group

Representatives from all areas of learning meet every term to discuss Learning Support and Equality and Diversity and to share good practice.

Equality and Diversity Embedding and Good Practice

Managers will:

- Lead by example in matters relating to equality and diversity
- Ensure policies, procedures and practices promote equality of opportunity and do not discriminate
- Ensure their staff undertake Hull City Council's Equality and Diversity training regularly, using PPDs to monitor this
- Consult learners, staff, employers and learners from all protected characteristics when making decisions which affect them
- Ensure OTLs are an opportunity to develop teachers' equality and diversity embedding skills
- Identify good practice and share it with managers and staff in other centres and areas of learning
- Challenge out-dated or discriminatory behaviour sensitively but firmly
- Create an inclusive, safe, supportive and conducive learning environment in their centres and areas of learning
- Ensure employers are aware of this policy and abide by it

Teachers will:

- Embed equality and diversity in the planning, delivery and assessment of learning, using group profiling and learning support
- Ensure learners are aware of their rights and responsibilities
- Ensure that learners receive and understand the BE FAIR! Policy
- Ensure that they have read, understand and abide by the Staff Code of Conduct
- Ensure learners understand and abide by the Learner Code of Conduct
- Ensure employers are aware of this policy and abide by it
- Promote equality and diversity to learners and employers
- Share good practice with teachers from other centres and areas of learning

Employers and sub-contractors will:

- Have their own equality and diversity policy, or agree to implement and abide by ours
- Understand their rights and responsibilities under the Equality Act
- Lead by example in matters relating to equality and diversity
- Work with us to embed and promote equality and diversity in working practices

Learners will:

- Read, understand and abide by the BE FAIR! Policy and Learner Code of Conduct ,including what we should expect from each other
- Understand their rights and responsibilities under the Equality Act
- Work with us to promote equality and diversity

British Values

These are the British values we uphold:

- Respect and tolerance of all backgrounds and cultures, ages, genders and sexualities, religions and beliefs, physical, mental and learning disabilities
- Individual liberties – the freedom to speak out
- Democracy – individual opinion matters
- The rule of law – the law applies to everyone and protects everyone