

Hampshire Achieves Equality, Diversity, & Inclusion Policy

Date of last review/update	May 2023
Review Frequency	Annually
Reviewer(s):	Debi Copeland

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The contents of this policy are an integral part of the Hampshire Achieves Quality Improvement Framework.

1.0 Introduction

This policy refers to all Hampshire Achieves (HA) Provision: Adult Learning (Adult & Community Learning (ACL) and Multiply), Young Peoples' Learning, Apprenticeships and Secure & Specialist programmes, delivered by HA and/or sub-contracted ACL partner providers.

We welcome and value all learners and staff regardless of individual differences in age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to realising the ambitions of our communities by raising aspirations and enabling achievement. We promote equality, diversity and inclusion through education and learning. We actively challenge behaviour that does not align with our values of being an inclusive learning environment. We treat everyone with dignity and respect. Compliance with this policy should ensure that colleagues do not commit acts of discrimination.

HA also encompasses the wider Hampshire County Council's Corporate Equality, Diversity and Inclusion practices ensuring that all people in the Organisation enjoy being part of strong, inclusive employer, and that it continues to be an inclusive employer with a diverse workforce.

The County Council will support the aims of the Equality Duty by seeking to:

- Ensure that services are inclusive and diverse, proactively increasing understanding between and within communities;
- Attract and retain a diverse workforce, with equal opportunities for career progression;
- Ensure Zero Tolerance of harassment, discrimination, bullying and abuse, dealing effectively with incidents when they occur.

This policy sits alongside and supports all HA Policies and Procedures.

2.0 Legal Framework

This Equality, Diversity & Inclusion Policy is based on the Equality Act 2010, which defines the nine protected characteristics as:

- Age
- Disability
- Gender
- Gender Reassignment
- Marriage & Civil Partnerships
- Pregnancy and Maternity
- Religion and Belief
- Race
- Sexual Orientation

Whilst all nine protected characteristics apply in the employment duties of the Act, the characteristic of marriage and civil partnerships is not included in the education duties of the Act. It is unlawful to either directly or indirectly discriminate against a person on these grounds.

All learning providers should ensure that information and knowledge about discrimination, equality, wellbeing, personal safety, and security are conveyed and embedded in the curriculum and are supported by the culture of the organisation, corporate and individual behaviour.

3.0 Equal Opportunities for staff

Hampshire County Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, and opportunities for training, pay and benefits, disciplinary, grievance, and selection for redundancy. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

Hampshire County Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any barriers / bias that may be identified as a result of the monitoring process.

Colleagues should report any bullying, harassment, or victimisation (including of learners, parents / carers) or others, to their manager who will take appropriate action in line with Hampshire County Council processes.

For further information, staff should see the Council's Hantsnet pages.

[Zero tolerance of bullying and harassment \(sharepoint.com\)](#)

[Inclusion Diversity and Wellbeing - Home \(sharepoint.com\)](#)

4.0 Learners Curriculum

The curriculum includes course content, learning and teaching methods, assessment, methods of review and evaluation. We will provide a curriculum that offers all learners an equal opportunity to achieve their potential.

The curriculum will promote positive images of all people, regardless of age, gender, ethnic group, class, sexual orientation, gender reassignment, physical or cognitive ability or other personal circumstances. All course and resource materials will be monitored and reviewed through validation, observations, audits, and meetings.

Through our Equality, Diversity, and Inclusion practices we will:

- encourage engagement from potential learners from all communities, cultures, and backgrounds, to improve practice;
- ensure that our offer is actively inclusive and diverse and proactively aims to increase understanding between and within communities;
- help identify barriers facing individual protected characteristic groups and develop actions to address these, appropriate to local need to ensure a shared understanding of equality and facilitate the sharing of best practice.

Equality, Diversity, and Inclusion, and Safeguarding in the curriculum.

All young people completing a programme of education with HA will be taught about how to keep themselves and others safe, including online. For pre-16s relevant

topics will be included within the Relationships and Sex Education and Health Education, for 16–18-year-olds this will form part of their tutorials.

It is recognised that the learners in our Secure & Specialist settings will have specific vulnerabilities and the education teamwork in a multi-disciplinary way to ensure they have a tailored programme of study.

As a minimum the following will be covered:

- Healthy and respectful relationships
- Boundaries and consent
- Stereotyping, prejudice, and equality including *LGBTQ+
- Body confidence and self-esteem
- How to recognise an abusive relationship, including coercive and controlling behaviour
- The concepts of, and laws relating to - sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called 'honour'-based violence.

Learners on substantial programmes are encouraged to regularly engage in Equality, Diversity, and Inclusion (ED&I) topics both through the Tutorial Programme offer and throughout their course and alongside the Step-by-step modules YPL (Young Peoples Learning) learners complete.

Key EDI national campaigns are identified within an EDI calendar which is circulated with monthly updates to all staff, along with links to other awareness days. Tutors are encouraged to promote these to learners and embed within the curriculum.

5.0 Learner Experience

HA will provide a curriculum that offers all learners an equal opportunity to achieve:

- Offer a distinctive and responsive curriculum that provides our learners and apprentices with the knowledge, skills and understanding they need to fulfil themselves, to live in and contribute to a global society and to work in a competitive global economy.
- Actively promote equality, diversity and inclusion within our policies, procedures, practices, planning and activities.
- Learner voice to provide a platform to engage learners to share their ideas and perspectives in improving the service delivery.
- Widen participation and increase access to education, training, and employment for learners and staff.
- Ensure zero tolerance of harassment, discrimination, bullying and abuse, dealing effectively with incidents when they occur: [Zero Tolerance Statement](#)
- Monitor and evaluate the impact of policies, procedures, practices, and plans in relation to equality and diversity.

HA is committed to equality of opportunity for all learners, including those with disabilities or learning difficulties. We aim to provide appropriate support to enable learners to benefit from their studies and intend to continue developing such provision within the guidelines of the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001) and The Children and Families Act 2014.

Learners are responsible for ensuring that:

- They adhere to our core values and treat all members of HA, their peers, and work experience employers with respect;
- They support and promote the Equality, Diversity & Inclusion policy;
- They create and maintain a learning environment where there is zero tolerance of bullying, harassment, victimisation, and discrimination.

6.0 CPD / Training for staff

Through the HA CPD Policy and Procedures, Equality, Diversity & Inclusion training will be a mandatory activity for all staff. HA will provide training in equality and inclusion to managers and others likely to be involved in recruitment or other decision-making where equal opportunities issues are likely to arise.

We will provide training to all existing and new colleagues; additional training is provided to managers to enable them to deal more effectively with complaints from learners.

7.0 Implementation

Successful implementation of equality diversity and inclusion will depend on a partnership with all of those involved, and will include:

- HA providing direction and support to actively promote equality and social inclusion. This will be through the analysis of ED&I data sets internal and external to baseline and benchmark current provision, analyse, and identify gaps or pieces of work (such as in protected characteristic cohorts) and measurements for improvements agreed through Senior Management Team (SMT), Performance Management Group (PMG) and Curriculum Operations Group (COG) activity.
- Senior Management Team (SMT) demonstrate commitment to equality by promoting equality diversity and inclusion with their everyday roles, for themselves, their staff, and their service. ED&I to be an agenda item for all management led meetings to provide consistency of approach.
- Specific themes, such as, race, intersectionality, neurodiversity should be brought regularly into discussion to share issues and best practice.
- All staff and learners taking equality and inclusion forward, supporting all managers to implement the guidelines in this policy and making themselves accountable through the staff performance management system and the self-assessment process.
- Equality, Diversity & Inclusion aspects should be included in learner and staff handbooks, learner contracts, posters and information leaflets, web-based resources, VLE (Virtual Learning Environment), and any other forms of communication with staff and learners.

8.0 Responsibilities

HA learning courses should be available in inclusive and accessible settings. Teaching and learning should be personalised to meet the needs of individual learners, including those from under-represented or disadvantaged groups.

Senior Management Team (SMT) are aware of the HA statutory duties in relation to equality and diversity legislation. HA members of the Senior Management Team

(SMT) are committed to ensuring equality, diversity and inclusion are promoted throughout the provision, and discrimination is tackled. Performance Management Group (PMG) has a focus on learners and curriculum and Senior Management Team (SMT) provides the strategic steer for the Equality, Diversity, and Inclusion Policy by ensuring:

- All policies, procedures are ratified through PMG.
- Procedures for challenging all forms of discrimination, harassment, victimisation, and unacceptable behaviour are widely promoted.
- A positive, inclusive ethos is created encouraging feedback which is reviewed, and appropriate action taken.
- Colleagues understand the significance of equality, diversity and inclusion and know how to incorporate them into their work.
- Induction programmes and tutorial programmes reflect the commitment to promote equality of opportunity.
- Curriculum activities actively embed equality and diversity issues.
- Staff induction, continuous professional development, and performance management.
- Measuring, monitoring, and improving the impact equality, diversity, and inclusion through the success rates of all our learners.
- Ensure they provide an environment in which it is safe to disclose, and difference is respected.
- Embrace and celebrate the diversity of learners, staff, and local communities.

The HA Senior Management Team (SMT) team have responsibility for ensuring that managers and staff within their areas of responsibility deliver high quality provision, support and services that meet the needs of staff, learners and, promote equality and diversity and eradicate discrimination.

All managers are responsible for ensuring that the staff they manage have a clear vision and shared understanding of what we are aiming to achieve through our Equality Diversity & Inclusion policy.

Hampshire County Council is responsible for ensuring that HA complies with all current equalities' legislation.

9.0 Monitoring and Audit

HA Performance Management Group (PMG) will regularly monitor the contents of this policy:

- EDIMs report on Admissions every Autumn term tabled by Development Manager (Funding & Information);
- All data reports produced by Development Manager (Funding & Information) to include EDIMs;
- Curriculum Managers to include a section on EDI in their PMG reports (interpret/analyse EDIMs in data report).

An Annual EDI report will be produced for the Partnership Forum, this will be tabled by Programme Manager (Quality, Planning & Success).

Policies and procedures will be kept updated in accordance with any mid-year changes in the law, regulations, or changes to the Services' provision, with updates approved by PMG.

In addition, a cycle of internal policy compliance/audits defined by Senior Managers will provide the assurance of the overall effectiveness of the Services ethos, policies, and procedures, and will confirm operational effectiveness, and compliance with our own quality assurance framework and any relevant laws or regulations. HA will conduct comprehensive and effective monitoring of its policies, procedures, plans and practices through the collection and analysis of data.

10.0 Review

This policy will be reviewed periodically by Performance Management Group (PMG) to judge its effectiveness and will be updated in accordance with changes in the law and any legislative developments in line with best practice. Where any changes are required, these will be applied and ratified at PMG. A summary of all changes will be kept as part of the Performance Management Group (PMG) meeting notes.

This Equality, Diversity & Inclusion policy is not a substitute for the law and will not automatically ensure compliance with the duties at all levels. Staff should always comply with their legal obligations as previously stated in the Equality Act 2010. Further information on the requirements of equality legislation can be found at www.equalityhumanrights.com.

If you have any queries or would like advice on implementing this policy, or would like this document in an alternative format, then please use the contact details below.

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