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Equality, Diversity and Inclusion Policy

1.0 Scope

This policy applies to all Talented Training, colleagues', associates, partners, and learners / Apprentices.

2.0 Policy Aims

This policy builds upon the foundation of equality and anti-discrimination legislation and guidance. We aim to not only comply with legal requirements, including the Equality Act 2010, but to work towards fully inclusive practice that removes barriers to learning, discrimination and provides inclusive and accessible services to all.

3.0 Policy Objectives

- To create a positive working environment for all learners and colleagues that is accessible and free from discrimination, harassment, and bullying
- To support equality in employment and ensure equal opportunity is an integral part of Talented Training programmes and approach to employee relations
- To encourage all employees to develop their potential, skills, and abilities, recognising that the future success of the organisation depends on attracting and developing a diverse, highcalibre workforce in an increasingly diverse and competitive world
- To ensure equitable and fair treatment for all learners, colleagues, partners, and applicants regardless of their; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation, or anything else
- To ensure learners with special educational needs or disabilities have access to programmes and sufficient individual support to succeed
- To ensure that no learner or colleague is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination, or have, or are about to give evidence in relation to discrimination
- We will ensure that all learners are treated fairly and without discrimination and supported to succeed into their chosen careers
- To apply the principles of equality in the context of all conditions of work including selection, employment, pay and benefits (excluding any statutory provisions which may apply), facilities, promotion, and training
- We will collect and monitor equality, diversity, and inclusion data on different groups of learners (including age, ethnicity, gender and disability)
- We will work to minimise gaps in achievement between different groups of learners. This will include monitoring participation and success rates of learners.

Talented Training promotes a workplace where learners and colleagues treat one another with respect and value each other's differences. As such, there is a responsibility on every learner and colleague to be familiar with and uphold the principles of this policy.

Any colleague, learner or other stakeholder who observes behaviour they perceive to be contrary to the principles of this policy should discuss this with their Talented Training key contact, their line manager or with the Head of HR.

4.0 Policy Statement

Talented Training welcomes applications to join its training programmes from all individuals who are eligible regardless of their any protected or non-protected characteristics. We believe that everyone has the right to be treated with dignity and respect and that nobody should be bullied, harassed, discriminated against, or victimised on any grounds. We actively recognise and embrace neurodiversity, special educational needs, and individual requirements and review each person's needs based on individual circumstances.

Talented Training is firmly committed to fair treatment of all, and we comply with all relevant legislation in this area. We promote equality, diversity, and inclusion in all aspects of our organisation. We ensure that all parties understand what is expected of them through our Equality, Diversity and Inclusion Policy and related documentation and

legislation. We assess and monitor business activity to ensure the promotion of non-stereotypical and inclusive messaging throughout our provision.

We will;

- Communicate our equality, diversity, and inclusion policy to, and discuss its implications with, all stakeholders
- Take positive action to eliminate any form of discrimination and inequality
- Ensure we adhere to all applicable legislation in this area. This includes following the Codes of Practice from the Equality and Human Rights Commission
- Foster good working relationships with partners and stakeholders so that they understand their responsibilities
- Update our policies and working practices in-line with changing legislation
- Provide staff with relevant training and guidance to ensure best practice is followed
- Ensure that the environment, learning and assessment materials and methods are accessible, inclusive and promote diversity
- Ensure learners with special educational needs or disabilities have access, reasonable adjustments, and sufficient individual support to succeed.

The Prevent duty requires Talented Training to exemplify British values in our practice and to use opportunities to explore British values to build resilience to radicalisation.

British values are defined as including:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs

This includes complying with the Equality Act (2010) and preventing discrimination against those with Protected Characteristics. British values are an integral part of all learning programmes.

5.0 Principals

Talented Training are committed to supporting, developing, and promoting equality, diversity, and inclusion in all of its practices and activities, and aims to establish an accessible, inclusive culture, free from discrimination, aligned to our organisational values and culture. We will support and develop our colleagues and learners by ensuring access to facilities, support, personal and career development opportunities, employment, and training on the basis of equality and inclusion. Talented Training is committed to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), gender and sexual orientation and to fostering good relations between different groups, including those with, or without, the Protected Characteristics.

Talented Training values diversity and recognises that the organisation is greatly enhanced by the wide range of experiences, views, beliefs, and cultures represented by its stakeholders. The company aims to embrace diversity in all its activities and acknowledges that diversity is important to its well-being and future development. The Directors, committee, and Management endeavour to ensure that leadership is accessible to, and representative of, the organisation, its stakeholders, and the wider society it serves.

The commitment is to ensure all learners, colleagues and partners are treated fairly and with respect. Recruitment onto training programmes is based on the criteria set out by funding agencies, personal circumstances, and employer requirements. Selection for employment, promotion, colleague training or any other benefit is on the basis of potential, aptitude and ability. All learners and colleagues are helped and encouraged to develop their full potential, reasonable adjustments are made for anyone requiring them and specialist support is accessed where required. The talents and the resources of the workforce are fully utilised to maximise the efficiency of the organisation.

6.0 Recruitment/Selection

We will ensure that our learner and colleague safer recruitment processes are transparent, free from bias, inclusive and non-discriminatory. We will ensure that our training programmes are available to all learners regardless of any irrelevant factor. We will also appoint the right applicant for the position available on the basis of their skills and competencies, having regard to the job description.

In order to maintain this commitment, the following should be adhered to;

- Employment application forms should not ask for information which is irrelevant to the job, e.g. the gender or sexual orientation of the applicant, disability, nationality or place of birth, marital or partnership status, number and ages of children, religious beliefs and age or date of birth.
- Job and training advertisements are written in non-discriminatory language in terms of age, disability, race, religion or beliefs, gender, sexual orientation, gender reassignment and marital or partnership status, unless there is a genuine occupational requirement to do so.
- Job and training vacancies are advertised in ways which do not exclude or disproportionately reduce the number of applicants from any particular group.
- Job and training advertisements should be placed in a manner that is likely to reach all possible candidates.
- All jobs will have a job description and person specification which can be used to ensure a consistent approach to the interview and for answering the questions of applicants during the interview.
- Photographs of applicants should not be requested.
- Job requirements must be reasonable and strictly related to the job. Educational requirements should be job related and equivalent skills considered. Each applicant should be assessed on their personal capability to carry out the job as described in the job description.
- All job and learner interviews are conducted in a consistent manner.
- Reasonable adjustments are made to ensure all applicants that meet the criteria for the role can attend an interview.
- Interview notes must be recorded in a consistent manner and retained securely in HR for six months for unsuccessful candidates and within personnel files for successful candidates and current employees.

7.0 Recruitment and ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Talented Training complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. Applications for jobs working in 'regulated activity' with children or at-risk adults will require a full and enhanced DBS check before the commencement of any position. All Training positions are subject to successful DBS checks. See the safer recruitment policy for further information.

We risk assess any matter revealed in a DBS check with the person seeking the position before reaching a decision. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Recruiting colleagues are required to undertake 'safer recruitment' training and refresher training when required.

8.0 Training

Equality, diversity, and inclusion awareness training is mandatory for all colleagues. Information is provided to all colleagues in order to raise awareness of equality, diversity and inclusion and the contents of this policy. This is done through the mandatory completion of the Inclusion in the Workplace module and the EDI policy upon commencement of role and subsequent updates, colleague meetings, standardisation, Talented Training's online and assessment system and planned CPD.

Specialist colleagues are selected to develop special educational needs skills and complete specific training to provide learners and colleagues with specialist support where required. External specialists are also utilised where internal specialisms are not available.

The policy is made available to learners during induction; the principal of the policy is continually reinforced during learner visits, and teaching and learning on equality, diversity and inclusion is recorded in regular learner reviews. Employers are an integral part of all learner reviews and therefore contribute to and reinforce the principals of the policy, and actively promote equality and diversity in the workplace.

9.0 Communication of this Policy

The policy is communicated to colleagues through internal communication newsletter, team meetings and standardisation and is stored in Teams and the Shared Drive.

10.0 Responsibilities

Talented Training leadership team has overall responsibility for ensuring this policy is adhered to with day-to-day responsibility for its operation being delegated to line managers. In the event you believe that you have been discriminated against please contact your line manager in the first instance. If this is not appropriate, please contact the Head of HR.

Learners can raise any issues that affect them via their Skills Coach / Instructor or to the Designated Safeguarding Lead via safeguarding@talentedtraining.co.uk or **0113 318 2597**. Any matter raised will be treated seriously, confidentially and will be dealt with sensitively. Matters raised will be subject to investigation and, where required, the grievance and disciplinary procedures as appropriate.

Individuals should be aware that they can be personally liable for a discriminatory act as well as, or instead of the Company. Anyone who commits a discriminatory act will be subject to the Company's disciplinary procedure which could lead to action being taken up to and including dismissal on the grounds of gross misconduct.

Every learner, colleague and partner has a responsibility to ensure that the organisation is free from discrimination.

11.0 Associated Documents

Documents can be found with Teams (Policies and Procedures)

- Safeguarding Policy
- Special Educational Need and Disability (SEND) Policy
- PREVENT Policy
- Grievance and Disciplinary Procedures
- Safer Recruitment and Vetting Policy and Procedure

12.0 Document Control

Below is the change history and document 'sign off' information.

12.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V1.0	Mar 2024	Policy Re-write and issue.

12.2 Next Review Date

The next scheduled review of this document will be March 2025 or earlier if there is a need for an additional review.

12.3 Document Authorised

Document Authorisation		
Name and Position	Signature	Date
Mona Palmer Quality and Curriculum Manager	Mona Palmer	25 March 2024