

LEARN HILLINGDON ADULT COMMUNITY EDUCATION



EQUALITY, DIVERSITY AND INCLUSION POLICY

Learn Hillingdon is committed to providing equality of opportunity both as a service provider and an employer. We seek to provide high quality learning opportunities free from ALL discrimination and strive to ensure that everyone who engages with the service feels respected, valued and included.

Providing equality of opportunity is an important aspect of raising aspirations, self-esteem and learning standards. In order to achieve these, we are committed to the principles of the Equality, Diversity and Inclusion Policy as laid out by Hillingdon Council and as a Service embrace its aims and objectives. The Service will also support Hillingdon Council to fulfil its public duty under the Equality Act 2010.

The Service recognises that equality, diversity and feeling safe and included sit hand in hand in helping individuals reach their potential. We believe the consistent application of this policy and associated actions will contribute to learners, staff, visitors and partners feeling safe and enabled to achieve.

The Service believes that the following principles should apply to everyone providing or receiving our services, whether they are staff, learners, partners or community groups

Principles for achieving Equality of Opportunity are:

Racism, sexism, homophobia and all other discriminatory practises are demeaning for everyone and must be challenged.

The diversity of staff, learners, visitors and partners must be recognised and celebrated. Provision must reflect as far as is possible the particular needs and interests of all, with regard to, but not exclusively:

- age
- disability
- gender reassignment
- marriage and civil partnership—employment only
- pregnancy and maternity
- race
- religion or belief

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- sex
- sexual orientation

Everyone is entitled to access a range of high-quality, inclusive learning opportunities and career choices.

Integrating equality and diversity with the provision of learning opportunities will benefit everyone by increasing understanding and appreciation of other people's lives.

There is fair employment practice in the recruitment and professional development of staff.

Learn Hillingdon recognises that positively embedding equality, diversity and inclusion will be necessary to turn principles into practice. To this end, a requirement is in every job description to:

'adhere to and fully implement the principles and responsibilities of the Equality, Diversity and Inclusion Policy, in all aspects and duties of the role'

The Service will address areas for development in relation to equality & diversity through the annual Self-Assessment process and will include quality improvement actions within its Operational Plan and curriculum Quality Improvement Plans.

KEY STATEMENTS

- 1. Facilities.** All Learn Hillingdon Centres will ensure the provision of a safe, accessible and welcoming environment for individuals and groups from all communities.
- 2. Access.** Learn Hillingdon will actively engage with and develop productive partnership arrangements with key employers, community groups and agencies, particularly those residents experiencing disadvantage, in order to identify needs and encourage access.
- 3. Induction.** Learners will be supported by a thorough induction and the Learner handbook will provide information on how we can support them. They will be actively encouraged to complete an initial assessment so that appropriate support may be provided should specific individual needs be identified
- 4. Monitoring.** The Service will monitor recruitment and achievement levels for all learners, putting actions in place where under-representation or lower achievement rates are identified.
- 5. Consultation.** The Service will consult with existing and potential students and with representatives of key partners and groups to ensure that the views of all communities are represented.

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- 6. Learner Feedback.** The Service will actively encourage through a range of mechanisms, learner and partner feedback and will use this to make improvements in the quality of provision. The Service will ensure an open and fair mechanism for raising comments, compliments and complaints, using both Service and Council systems. These processes will be actively communicated to learners through induction, learner handbook and online and centre notices.
- 7. Promotion.** Promotional activities, including brochures, will be aimed at everyone.
- 8. Partnerships.** The Service will play an active role in the Communities Partnership Group and will engage with other strategic groups to ensure that it can respond appropriately to community cohesion initiatives across the borough. Through effective operational partnerships, the Service will develop bespoke projects which will be planned to meet the identified needs of specific groups of residents.
- 9. Staff Training.** An appropriate range of training opportunities will be available to staff to ensure the development of course planning and delivery, assessment and resources are appropriate for everyone. Information will be provided for staff to support them in supporting learners or colleagues with disabilities or difficulties. A commitment to equality, diversity and inclusion places a responsibility on all who learn or work in this Service. These are examples of things that we should know or do:

LEARNERS, PARTNERS AND STAFF:

- You must respect all other learners, staff and partners and not act in ways that are oppressive or offensive.
- You should not accept any form of discriminatory behaviour from anyone against anyone
- You should report any kind of harassment that you experience
- You should report any actions or incidents that you consider inappropriate.
- You should challenge any teaching or publicity materials that you find offensive.

TUTOR/LEARNING SUPPORT TEAM MEMBERS:

- Sessions must be planned carefully to ensure those resources, materials, methods and language used are appropriate and accessible to all and are not offensive to any individual learner.
- Where possible, you should use a broad range of examples and materials that challenge common stereotypes about groups of people.
- You should know who to talk to and the appropriate action to take if you find learners or staff acting in contradiction of the Equality, Diversity and Inclusion Policy.

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- You must welcome all learners into any course appropriate to their needs and value their participation and contribution.
- You must show sensitivity and respect for the diversity of life experiences, skills, cultures, beliefs and traditions that learners bring with them.

MANAGERS:

You must ensure that promotional material is appropriate to all learners and partners and that it reflects the commitment of our Service to equality and diversity.

You must ensure that recruitment, guidance, enrolment and exam arrangements are fully accessible and appropriate and that learners are reassured that they will be welcomed into any course appropriate to their needs.

You must support and advise sessional tutors on the implementation of this Policy, identify training needs and share good practice.

You should ensure that the policy is regularly brought to the attention of staff and learners in a way that supports the development of equality and diversity

You must be prepared to deal with actions, which contravene this Policy and should know how to respond and who to talk to.

You should systematically check that the statements outlined in the Equality and Diversity Policy are put into practice.

WHO TO TALK TO:

- If you observe any behaviour that you find unacceptable or if you believe that anything is contravening our Equality, Diversity and Inclusion Policy, you have a responsibility to report this to a member of staff.
- In most cases it will be appropriate for learners to report an equality issue to a tutor or to a Student Services team member.
- If this is not considered appropriate, please report the matter to a member of the Curriculum Management team. If you feel that it is more appropriate, you can refer the matter to the Quality and Apprenticeship Manager or the Service Manager.
- Telephone numbers and e-addresses for the staff listed above are available from any adult learning centre or by emailing civiccentre@hae-acl.ac.uk

Name of Policy:	Equality, Diversity and Inclusion
Date Issued:	September 2017

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Date of Review:

October 2022