



Arrow Care Training

Equality and Diversity Policy

This policy is written in-line with the Equality and Diversity Act 2010

Commitment

Arrow Care Training Ltd aims to promote equal opportunities for staff, learners, and visitors.

We recognise and celebrate diversity in a variety of ways.

We are committed to providing an environment that is free from discrimination for our staff, learners, and visitors.

We aim to provide an environment that is free of harassment and victimisation and will not tolerate such behaviours

Arrow Care Training Ltd monitors our practices and will intervene should any person or system unlawfully discriminates any part of our services or people.

Legislation

The following pieces of legislation are included in the Equality Act 2010 therefore are part of this policy

Race Relations Act (amendment) 2000

Disability Discrimination Act (2005)

Equal Pay Act (Amendment Regulations) 1983

Sex Discrimination Act 1975 (Amendment) Regulations 2008

Equality (Age) Regulations (2006)

Sexual Orientation (2003)

Religion or Belief Regulations (2003)

Special Educational Needs & Disability Act (SENDA) (2001)

Rehabilitation of Offenders Act 1974

Gender Assignment Regulations 1999

The Sex Discrimination (Gender Reassignment) Regulations 1999 were revoked in October 2010.

Protection from Harassment Act 1997



Human Rights Act 2000

The National Minimum Wage Act 1998

The Working Time amendment Regulations 2007

Equality & Diversity - Introduction

This policy identifies how Arrow Care Training Ltd will implement its commitment to equality & diversity.

A summary of this policy is issued to learners via the Induction booklet and to staff via the staff handbook.

The policy is available on the company's website or for a hard copy at the office.

Arrow Care Training Ltd will promote the basic human rights of all individuals who have contact with the company, we will reflect society and treat everyone fairly. All staff and learners will have equal access to training, staff will have opportunities for promotion should they wish to progress in their career. Prejudice and discrimination will be challenged in all cases.

The following will not be tolerated: - this list is not exhaustive

- Bullying (including cyber bullying)
- Direct/Indirect discrimination
- Harassment
- Racist comments
- Victimisation
- Discrimination against Race, Gender, sexuality, age, medical conditions,
- Colour

Marketing

Literature and other marketing materials will reflect the community and actively promote Equality & Diversity

Disclosure

Arrow Care Training Ltd will encourage learners/staff to disclose any disability they may have to a member of staff/manager. The company will endeavour to support any disabilities and may ask for permission to seek advice if the company is unable to support the learner/staff member. We also encourage learners/staff to disclose any issues relating to their age, ethnicity, sexual orientation, or religion/belief that may have a negative effect on their learning/training.

- Arrow Care Training Ltd will make reasonable adjustments for learners, staff and visitors with disabilities



Arrow Care Training

- Arrow Care Training Ltd is committed to ensuring that learners are made aware of the Equality & Diversity policy during induction and throughout their programme.
- All learners will be issued with a learner agreement prior to commencing their programme. By accepting and signing this agreement the learners will be informed they are agreeing to follow the ethos of the company and comply with this policy.

Recruitment and Selection of Personnel

Arrow Care Training Ltd will ensure that its recruitment and selection procedures are fair, non-discriminatory and recognise diversity.

- Job adverts are open to all people who meet the criteria. No jargon or abbreviations are used. It is clear that people will not be excluded on the grounds of the protected characteristics
- Interviews will be arranged around the potential staff members availability
- Contracts take the employees needs into consideration, e.g., flexible working times
- Person specification identifies the skills/knowledge required as well as what is essential, not desirable
- Age, gender and status are not requested on the application form

Delivery of Programmes

- Resources used reflect the people and communities that we work with
- Various teaching methods are used to ensure we meet the learner's learning preferences, this is identified at the Initial Assessments stage
- Additional needs are identified at the Initial Assessment stage and during induction. Methods or additional resources are available if needed, e.g., speaking pen for learners who are dyslexic
- Delivery day/dates and times are agreed with employers whilst learners who work nights are rostered to enable them to attend the training days
- Cultural needs are identified and if the learner requires a break in learning during religious celebrations, this can be accommodated
- Employers identify any parts of the Apprentice programme they wish to deliver. This is factored into the lesson plans

Monitoring

Monitoring the effectiveness of this policy will take place by:-

- Analysing statistics
- External audits
- Learner/staff observations
- Sampling of personal files
- Customer satisfaction results
- Self-assessment report
- Quality Improvement plan



General Procedures

Arrow Care Training Ltd will seek to ensure that this Equality & Diversity Policy is implemented efficiently and effectively.

- All staff are responsible for ensuring implementation of the policy. All staff induction includes how to use this policy within their role, what action to take if they have concerns or if issues arise. Staff have regular updates to ensure their knowledge and practice are up to date
- Equality & Diversity training and support will be given to all staff to enable them to implement this policy effectively.
- Staff will proactively ensure all learners are supported throughout their learning. However, should there be any breach of this policy, it will be dealt with promptly and formal procedures implemented accordingly.
- It is important that staff do not overlook offensive comments or actions that may be made in the learning environment. Staff will discuss sensitively with the person responsible for the comments/actions, explaining the distress that they may have caused to other learners/employees.
- This Equality & Diversity Policy will be reviewed at least annually and more frequently if necessary due to significant internal, external or legislative changes.

Responsibility

Dianne Taylor has overall responsibility for the implementation of this policy. However, it is recognised that all staff have a responsibility of implementing this policy in their day-to-day work.

Signed off by-

Name Dianne Taylor

Signature DTaylor

Date 10.1.22