

TM/PP/101

EQUALITY, DIVERSITY AND INCLUSION

Approved	25 January 2021	<i>J Richards</i>
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1. Aim of Statement

- to **design** an appropriate learning experience for all learners, whatever their colour, origin, culture, gender, sexuality, religion or belief, age or ability;
- to **develop** policies and procedures that will lead to high standards from all staff and students.
- to **provide** learners with the opportunity to learn in an environment free of prejudice;
- to **educate** all members of Teaching Matters against any form of prejudice or negative stereotyping.

2. Developing policies around the learners

2.1 Teaching Matters seeks to ensure that every learner is supported and enabled to achieve. This means having regard to their physical and mental well-being, and providing them with opportunities to make positive contributions to the learning process.

2.2 Teaching Matters works to ensure learners have a safe environment, enjoy their education and achieve their potential, contribute to learner and are prepared to succeed.

3. Equality of opportunities

3.1 Equal Opportunity Issues

Teaching Matters is committed to the elimination of discrimination on the grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnic or national origins, age and disability or any other irrelevant reason.

3.2 Disability

Where an individual has a physical and/or learning disabilities, Teaching Matters will ensure that:

- Arrangements are reasonable and practical and made to ensure that disabled learners can gain access to the learning programme;

3.3 Gender

Teaching Matters will ensure that:

- Guidance is given on learning materials to provide non-stereotypical opportunities;
- Account is taken of positive role models when inviting speakers and representatives into learning sessions in the promotion of specific initiatives.

3.4 Minority Ethnic Groups

- Linguistic diversity is positively recognised;
- Learners' names will be accurately recorded and correctly pronounced by Teaching Matters staff and other learners will be encouraged to accept and respect names from cultures other than their own.

4. Response to Discrimination

4.1 All forms of discrimination by any person will be treated seriously.

4.2 Staff will always make clear to offending individuals that such behaviour is unacceptable.

4.3 Teaching Matters will refer any discriminatory incidents exhibited by a member of the Teaching Matters' staff to the Head of Quality who will follow the organisation's disciplinary process.

4.4 Teaching Matters will refer any discriminatory incidents exhibited on a learner/s (whether they take place in the grounds, corridors, teaching areas or social media), to the individual's employer, who will then follow their own process relating to discriminatory incidents.

4.4 Racist symbols, political symbols or other biased and/or offensive insignia are forbidden in the learning environment. The display of such materials is regarded as discriminatory behaviour.

5. Complaints Procedure

5.1 Anyone enrolled with Teaching Matters or who is a member of staff that feels this policy is not being followed is entitled to raise the matter through the formal Complaints Procedure.

5.2 Anyone outside Teaching Matters who wishes to make a formal complaint must do so through Teaching Matters' formal complaints procedure.

6. Responsibilities

6.1 Teaching Matters has set out its commitment to equal opportunities in this policy statement, and endeavours to promote throughout its policy and procedures, resource development, and through the behaviour of individuals.

6.2 Head of Quality

The Head of Quality will:

- monitor the implementation of this policy;
- develop a feedback mechanism that actively encourages individuals to comment on matters of equal opportunities;
- review the policy regularly;
- initiate any changes in a timely manner;
- welcome all applications to join Teaching Matters, whether staff or student, whatever background or disability they may have;
- ensure no learner is discriminated against on account of their sex, race, sexual orientation, religion and belief and age;
- Regularly review any records of discriminatory incidents and the outcomes;
- provide the FEA SMT an annual report feedback related to equal opportunities and the impact of the Equal Opportunities statement.

6.3 Curriculum Development Team, Trainers and Coaches

The Curriculum Development Team, Trainers and Coaches will be responsible for:

- identifying training and support needs to ensure equal opportunities are met;
- know the implications of the equal opportunities policy for their planning, teaching and learning strategies as well as for behavioural issues;
- Report any instances of discrimination to the Head of Quality.

6.4 Support Staff

It is the responsibility of all support staff to:

- familiarise themselves with this policy and implement as appropriate
- Report any incident to the Head of Quality

6.5 Learners and Employers

It is the responsibility of employers to have their own Equality, Diversity and Inclusion policy in place.

It is the responsibility of learners and employers to:

- make themselves familiar with the policy and how it applies to them;
- treat each other with respect;
- be prepared to raise issues involving discrimination with a member of the Teaching Matters staff.

END