

# Single Equalities Policy

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## Embleton View

### **STATEMENT OF INTENT**

Embleton View is committed to eliminating discrimination and encouraging diversity amongst our workforce and across our client base. Our aim is that each person who has an association with the company (employee, student or otherwise) feels respected and is valued based upon their skills, performance and commitment. It is the continuing policy of the company to provide equal opportunities to all without regard to the actual or perceived protected characteristics referenced below. Embleton View is committed to treating all associated persons fairly and as such no person will be treated less favourably due to their association with someone who has a protected characteristic.

This Policy reflects the requirements of the Equality Act 2010, which harmonizes and replaces previous legislation (including the Race Relations Act 1976 and the Disability Discrimination Act 1995). This ensures consistency in what we need to do to make our workplace a fair environment and comply with the law

The Equality Act now includes seven different types of discrimination: Direct Discrimination; Associate Discrimination; Discrimination by Perception; Indirect Discrimination; Harassment; Harassment by a Third Party; Victimisation.

The Types of Discrimination now included in the Equality Act that staff, partners, clients (including students and employers supported through activities) and anyone connected to Embleton View need to be aware of are detailed below: Direct Discrimination; Associative Discrimination; Discrimination by Perception; Indirect Discrimination; Harassment; Harassment by a Third Party; Victimisation.

### **Direct Discrimination**

This is when someone is treated less favourably than another person because of a protected characteristic (as outlined above);

### **Associative Discrimination**

Direct discrimination against someone because they associate with another person who possesses a protected characteristic;

### **Discrimination by Perception**

Direct discrimination against someone because others think they possess a protected characteristic;

### **Indirect Discrimination**

Can occur when you have a rule or policy that applies to everyone but disadvantages a particular protected characteristic;

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## **Harassment**

Harassment is any unacceptable or unwanted behaviour that disrupts the quality of life or work of an individual. Some examples (not exclusive) are detailed below:

- Successive or single acts of bullying;
- Verbal or physical abuse;
- Ill-treatment;
- Any offensive or oppressive act;
- Any defamatory remark;
- Causing a person to avoid or want to avoid any social, work or training environment through poor behaviour towards them;
- Ill-advised comments relating to a person;
- Any abuse of a position of authority by a staff member over a learner or to another staff member;
- The display of sexual material on posters or in any other form including graffiti or electronically;
- Any written or printed material intended to show that any person is inferior in any way
- Inappropriate calendars or potentially offensive magazines;

Complaints can be brought about if they find the behaviour offensive even if it is not directed at them.

## **Harassment by a third party**

Employers are potentially liable for harassment of their staff by people they don't employ;

## **Victimisation**

Someone is treated badly because they have made or supported a complaint or grievance under this Act.

## **Protected characteristics**

- Age;
- Disability;
- Gender Reassignment;
- Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic);
- Pregnancy and Maternity;
- Race (including ethnic origin, colour, citizenship, nationality, and national origin);
- Religion or Belief;
- Sex;
- Sexual Orientation.

Employees will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment. Students will also be treated in exactly the same manner.

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## **Fair treatment**

All persons associated with the company whether full-time, part-time or temporary, will be treated fairly and with respect. This policy applies to all employment/course recruitment decisions, including those in connection with:

- Recruitment, selection, promotion and advertisement of jobs;
- Terms and conditions of employment and course delivery;
- Training, career development and progression;
- Grievance and disciplinary procedures;
- Performance;
- Relationships between members of staff/students;
- Treatment of employees when their contract ends.

## **Positive action**

Embleton View may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce. Should positive action be utilised it will be proportionate and in accordance with legislation.

## **THE POLICY IN ACTION**

### *1. Induction*

Induction of employees will include reference to the application of equal opportunities and diversity within our activities and the complaints procedures (this can be found within the Company Handbook which is issued to all employees at commencement of employment).

### *2. Marketing*

Any advertising will carry the words “Embleton View operates an Equal Opportunities Programme”. These opportunities will be open to all eligible persons regardless of possible protected characteristics. Applications from people with disabilities are welcome.

The content and design of all written material used to promote or describe our training programmes/vacancies will be monitored to ensure that it does not actually, or by implication or careless use of language, discriminate against people by virtue of their protected characteristics. A variety of advertising methods and referral methods will be used. Where possible, use will be made of local organisations representing minority ethnic groups, women, and people with disabilities.

### *3. Duties of the learner and personnel*

Students and personnel have a duty to refrain from disciplinary practices during the course of their work. They also have a duty to co-operate with measures introduced by the management to further the objectives of this policy. Students and personnel must draw to the attention of the Equal Opportunities Officer suspected discriminatory acts and practices.

### *4. People with Disabilities*

Every effort will be made to ensure that discrimination is not carried out against employees/students with disabilities. Embleton View is aware of the special facilities available to enable people with disabilities to undertake training and practical experience and will make use of these facilities when appropriate.

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## 5. Complaint Procedure

All complaints of discrimination or abuse will be treated seriously. Students will be informed of the complaints procedure at their induction (Company Handbook).

The procedure will be:

- Report to immediate supervisor as soon as possible, or their senior officer or representative as appropriate.
- Investigation by that person of the complaint and referral to the HR and Business Manager or Headteacher if necessary.
- Appropriate action to remedy the complaint where necessary.
- Should the complaint be directed at the student's instructor or reviewing officer, the learner should report to the Headteacher

## 6. Responsibility for the Implementation of Equal Opportunities

The Board of Directors have collective responsibility for the implementation of our Single Equality Policy and will offer his help, advice, and guidance to students on any equal opportunity matters.

### **Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching, support and admin staff), students on placement, the proprietors, Board of Directors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

### **Availability**

- This policy is made available to parents, staff and students as a hardcopy upon request from the school office.
- This policy will be made available on the school website ([www.aldgroup.co.uk/embletonview](http://www.aldgroup.co.uk/embletonview))

### **Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Headteacher and/or the Board of Directors and/or a suitably appointed delegate will undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

### **Legal Status;**

- Prepared with regard to the Equality Act 2010, the Public Sector Equality Duty 2011, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.
- Special Educational Needs and Disability Code of Practice (DfE and Department for Health: 2014)
- Part 3 of the Children and Families Act 2014 and associated regulations

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**Related Documents:**

- Anti-Bullying Policy
- Admissions Policy
- Inclusion Policy
- Safer Recruitment
- Reasonable Adjustment Policy
- Health and Safety
- Behaviour Management Policy
- Curriculum Teaching and Learning Policy
- Accessibility Plan
- Child Protection & Safeguarding Policy

	
Graeme Turner (Proprietor)	Craig Bell (Proprietor)
Date: 02/08/17	Date: 02/08/17
Reviewed: 22/08/18	Reviewed: 22/08/18, 22.07.20, 28.07.21

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