

bltraining
the real alternative to college

EQUALITY AND DIVERSITY POLICY



BL TRAINING EQUALITY & DIVERSITY STATEMENT

OUR COMMITMENT

BL Training is committed to creating an environment in which diversity and equality of opportunity are actively promoted and discrimination is not tolerated. We strive to treat staff, learners and our associates with respect and fairness, encouraging all to reach their full potential on their own merit thus eliminating unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, age or any other inappropriate ground.



Signed

Date 17/01/16

OUR VISION

To lead by example and be proud of the culture of equality and diversity we strive to create. Everyone being viewed as a valued individual who are appreciated for the diverse range of knowledge and skills, they contribute. To have opportunity, mutual respect and encouragement at the heart of all that we do and be recognised as a welcoming and caring company.

AIMS OF THE POLICY

The aim of this policy together with our Single Equality Scheme is to:-

- Promote equality of opportunity across all activities of the company.
- Promote good relations
- Include and promote diversity within our staffing, training procedures and to our associates
- Eliminate all unlawful discrimination and harassment
- The continuing positive development of policies and procedures
- An accessible inclusive learning environment

SINGLE EQUALITY SCHEME

The development of the Single Equality Scheme aims to embed equality into everything we do and to continually build on our strategies, policies and procedures. In particular we will focus on the monitoring process and will identify issues impacting on all aspects of equality.

RIGHTS

We recognise all staff, learners and our associates have the right to:-

- Enjoy a safe environment free from physical or verbal abuse, bullying or harassment.
- Not to be victimised or discriminated against because of disability, race, colour, gender, sexual orientation, culture, marital status, age or any other inappropriate ground.
- Have equal access to the quality services we provide.
- Have equal access to opportunities for personal and professional development and career progression.
- Be treated with respect, listened to and taken seriously.

- Be treated as an individual taking into account individual needs and requirements.
- Contribute to the decision making processes affecting policies, procedures and practices.

SCOPE OF THE POLICY

This policy applies to all staff members, learners and those contracted to work for BL Training and is made available to relevant associates.

BL Training has a Single Equality Scheme and range of policies and procedures that link with this E&D Policy to support our strategies and aims with regards to equality, these include

- Single Equality Scheme
- Equality Impact Assessment Procedure
- Equality & Diversity Policy for Learners
- Quality Strategy
- Harassment Policy/Guidelines
- Bullying Policy/Guidelines
- Compliments/Complaints Procedure
- Whistle Blowing Policy
- Grievance/Disciplinary Procedures
- Skills for Life Strategy
- Health & Safety Policy
- Confidentiality Statement
- Ex Offenders Policy
- Flexible Working Policy
- Staff Absence Policy
- Safeguarding Children and Young Persons Policy/Procedures
- E-Safety Policy including Staff & Learner Acceptable Use Policies
- Staff Safeguarding Code of Conduct
- Sexual Orientation & Gender Identity Policy

- Environmental Policy
- Stress Management in the Workplace
- Mental Health in the Workplace

RESPONSIBILITIES

The Quality Improvement Team is responsible for the development, implementation and monitoring of all policies, procedures and quality improvement plans. Ensuring BL Training meets its legal obligation relating to equal opportunity. Keeping staff and associates informed of changes to legislation and policy and ensuring they are aware of their responsibility to adhere to our policy. Raise awareness of equality and diversity via appropriate training for staff, learners and associates.

BL Managers are responsible for ensuring staff and learners adhere to this policy and promote equality and diversity throughout all activities within their training centre or department.

All BL Training employees are obliged to recognise their responsibilities and adhere to our Equality and Diversity Policy and Strategy.

CODE OF PRACTICE

In order to ensure we meet our moral and legal responsibilities towards each individual our policies and procedures are developed and guided by the Equality Act 2010

The Common Inspection Framework meets the requirements of the Learning & Skills Act 2000. It sets out the principles applicable to the inspection of post 16 non higher education and training.

Judgement is made at inspection on our ability to meet the 5 outcomes for young people (listed below). BL Training seeks to meet these requirements with our holistic approach to learners

support and well being. All training staff members are checked by the CRB (Criminal Records Bureau) to ensure their suitability to work with young persons.

- 1. Being Healthy
- 2. Feeling Safe
- 3. Enjoying and achieving
- 4. Making a positive contribution
- 5. Achieving economic well being.

BL Training has in place a range of policies and procedures which take into account our responsibility to ensure and promote equality and diversity. The following principles are used with in our procedures:-

ADVERTISING AND PROMOTIONAL MATERIAL

Diverse and unbiased materials are used to encourage the widest participation and to promote access to training which is free from barriers to entry.

STAFF RECRUITMENT AND SELECTION

BL has in place a Staff Recruitment & Selection Policy which includes our Equal Pay Policy and Safer Staff Recruitment Procedure.

Procedures ensure advertising, selection for interview and employment is fair and without bias. Candidates are selected according to the selection criteria and ability to carry out the job as specified. Any reasonable adjustments will be made to accommodate suitable qualified disabled applicants/employees. Candidates are interviewed by trained Senior Managers who are aware of the company's policy towards equality and the benefits

of a diverse workforce. All staff members receive their Terms & Conditions of Employment when they commence employment.

STAFF DEVELOPMENT

Procedures ensure all staff and Workplace Assessors have a Personal Development Plan giving opportunity to develop professionally and personally.

The Staff Induction Procedure ensures staff members understand and are trained in company policy and their responsibility for equality and diversity to be considered within our procedures.

The Staff Appraisal/Reviewing Procedure ensures all staff members are monitored for opportunity in professional and personal development and are rewarded accordingly.

LEARNER RECRUITMENT, SELECTION AND SUPPORT

BL Training actively promotes opportunity for training to all members of the community and includes strategies to widen participation of minority groups. We are involved in local school initiatives for 14-16 year olds and sponsor a variety of local male sports teams/clubs to assist our focus of extending male participation within the hairdressing industry.

The Learner Interview and Initial Assessment Procedures ensure applicants are treated fairly and prevent barriers to entry for eligible candidates. Initial Assessment is used to identify support required and learning styles of the individual learner. Support strategies are an integral part of our training giving learners the opportunity to reach their full potential.

The Learner Induction Procedure ensures all learners are aware of BL Training's commitment to equality and diversity and are issued with the following:-

- Learner Equality and Diversity Policy
- Bullying and Harassment Policy
- Learner Disciplinary Procedure
- Compliments/Complaints Form
- Disability Statement
- Confidentiality Statement
- Health & Safety Policy Statement
- Code of Conduct
- Employer Rights and Responsibilities Booklet
- Safeguarding Policy
- E-Safety Policy including Acceptable Use Policy

The induction of these policies and procedures together with the Learner Code of Conduct seeks to reinforce with the learner their rights, responsibilities and the standard of behaviour expected from them.

LEARNER TRAINING PROGRAMME

The Learner Delivery of Training (including Skills for Life Strategy) Assessment and Reviewing Procedures ensure the following:-

- Teaching and training is planned taking into consideration the individual support requirements and learning styles resulting in diverse lesson plans and teaching methods.
- Support is given on an individual basis according to learner needs.
- Teaching and learning materials and resources produced are free from discrimination and implied stereotypes.

- Learners are given equal opportunity for assessment.
- Learners are familiar with the assessment appeals procedure which is reinforced prior to all assessment.
- Monitoring procedures and reviews are carried out ensuring progression is being set and made to match learners ability.
- Themed equality and diversity subjects are included in the Training Programme, Scheme of Work and Progression Review, to continuously raise the learner's awareness.
- Standardisation exercises ensure consistency in assessment decisions.
- Employer Rights and Responsibilities awareness is included in the learners training programme.

The Learner Exit Counselling Procedure offers learners advice and guidance in employment or further training opportunities available to them when necessary.

LEARNER CONFIDENTIALITY STATEMENT

BL Training has in place a Learner Confidentiality Statement to protect the right of the learner to divulge personal information and to have it remain confidential.

PROMOTING EQUALITY AND DIVERSITY TO EMPLOYERS

It is BL Training's policy to encourage all employers, with whom our learners are placed, to support us in our commitment to equality and diversity and to meet their legal responsibilities.

We work closely with all employers to ensure our learners are receiving the best opportunity to reach their full potential and become a valued member of staff.

Having an Equality and Diversity Policy is the first step to becoming a fair and supportive employer who is committed to

ensuring the rights of their employees. Having a long term commitment to equality and diversity is seen as a mechanism for enriching the workforce, resulting in genuine financial gain. An employer may benefit from taking positive action.

Positive Actions

- Seek to redress imbalances
- Offer support to those staff who are disadvantaged
- Have in place a development programme for developing staff skills and knowledge
- Have flexible working arrangements

Benefits

- Positive reputation in the community
- Improved staff retention
- Improved staff motivation
- Highly trained employees
- Improved teamwork
- Improved customer satisfaction
- Increased customer base
- Increased financial return

All employers have access to relevant BL Policies, guidance, support and advice some of which is aimed at raising the employers' awareness of equality and diversity and maintaining their legal responsibilities. Copies of these documents are available on request.

BL Training has in place procedures to ensure our responsibilities to our learners are being met when in their place of employment.

The Contracting with an Employer Procedure ensures all learners are working in a safe & healthy environment and opportunity for quality training and required support is available.

The Learners' Progress Review Procedure includes the learner, BL Employer Liaison Officer and workplace representative responsible for the learners training in the workplace. At the first review the Working Time Regulations Contract with in the Learning Plan setting out the terms and conditions of employment including learner and employer responsibilities are discussed and agreed. Following progress reviews monitor learner progression, planned support and equality and diversity awareness linked to the Scheme of Work.

The employers' participation in the learners training programme and reviewing procedures ensures both we and the employer are meeting our responsibilities.

BUSINESS SOLUTIONS

As part of our business development and Employer Responsive Strategy BL Training has introduced Business Solutions Workshops accessible for all employers. These support sessions are linked to Marketing, Employment Law, Health & Safety, Quality Standards and Equality & Diversity and how these impact in the workplace.

HARASSMENT AND BULLYING

BL Training recognises that bullying and harassment can seriously damage working and social conditions for learners and staff. We have in place Bullying and Harassment Policies, guidelines outlining inappropriate and unacceptable behaviour and how to make a complaint. These policies are issued to learners and staff as part of their induction.

COMPLIMENTS AND COMPLAINTS

BL Training has in place a Compliments/Complaints Procedure which seeks to deal with informal and formal written complaints as quickly as possible trying to bring them to a mutual satisfactory conclusion. We also encourage compliments or suggestions which can help us maintain or improve the quality of service we provide and welcome feedback at all times. Staff and learners are made aware of this procedure at induction and Employers receive have access to this as part of the on-line Employers Pack.

GRIEVANCE/DISCIPLINARY

BL Training has in place Staff Grievance and Disciplinary Procedures within their Terms and Conditions of Employment. Learner grievances are dealt with via the Complaints Procedure issued at induction.

Learners are also issued with a Learners Disciplinary Procedure at induction.

IMPLIMENTATION AND MONITORING

The Quality Improvement Team is responsible for the implementation, monitoring and review of all company policies procedures and action plans. Our annual rigorous assessment and evaluation of our training programme and services using statistical data, feedback invited from all parties involved and results of our Annual Observation/Audit/Evaluation Plan produces information from which Quality Improvement Plans are raised. These plans include priorities, actions, targets, training, timescales and responsibilities to address issues relating to equality and diversity. The plans are monitored by the Quality Improvement Team and form part of the agenda for BL Managers and Staff Meetings throughout the company.

REVIEW

This policy is reviewed annually by Admin and allocated Senior Manager responsible for Equality & Diversity.