

# Equality and Diversity Policy

NextStep Training Limited

## Context

This policy is a statement of intent regarding our commitment to equal opportunities; anti-discrimination and safeguarding legislation and it affirms our commitments to the values contained in the Equality Act (2006) and the Equality Act (2010). NextStep Training Ltd therefore will encourage and support the development of a community in which:

- learners' ability to achieve their potential is not limited by prejudice or discrimination
- there is respect for and protection of each individual's human rights
- there is respect for the dignity and worth of each individual
- each individual has an equal opportunity to participate in society, and there is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights

The following supplementary schemes address specific strands of equality and diversity and related areas:

- disability equality
- gender equality
- race equality
- religion / belief equality
- age equality
- Sex and sexual orientation equality
- socio-economic equality
- Gender reassignment equality
- Marriage or civil partnership equality
- Pregnancy and maternity equality

Further policies will be developed according to legal requirements, centre initiatives and needs.

## Legal framework

The following legislations are central to our Equality & Diversity Policy. These are:

Race Relations (Amendment) Act (RR(A)A) 2000  
Disability Discrimination Act (DDA) 2005  
Equality Act 2006  
Equality Bill (2010)

## Policy Commitments

NextStep Training Ltd is committed to taking account of the diversity of the communities it serves and promoting equality of opportunity for everyone.

NextStep Training Ltd will treat learners, staff, applicants, parents / guardians and members of the wider communities with dignity, respect and fairness. NextStep Training Ltd will provide an inclusive, personalised learning environment in which learners are treated solely on the basis of their merits, abilities and potential and are valued as individuals.

NextStep Training Ltd is committed to safeguarding its learners and to providing a safe and secure environment for all its members and visitors. Learners and staff have a right to expect protection from harm.

NextStep Training Ltd will prevent unlawful discrimination against any individual or group within NextStep Training Ltd. It values diversity in respect of race, ethnicity or national origin, gender, religion and belief, socio-economic background, marital status or family circumstances, political opinions and affiliations, physical attributes or appearance, disability, sexual orientation and age.

NextStep Training Ltd recognises that some learners have been deprived of opportunities and assistance in early life and will therefore provide services to meet their educational needs and to promote their immediate welfare so that they can achieve their potential into adulthood.

NextStep Training Ltd will educate learners and staff on the importance of equality and human rights.

NextStep Training Ltd will use all means at its disposal, including the procurement of goods and services, to promote equality

NextStep Training Ltd will consult regularly members of NextStep Training Ltd and local communities to develop and implement policies appropriate to this diverse society.

NextStep Training Ltd will monitor the impact of the Equality & Diversity Policy. NextStep Training Ltd is committed to analysing and publishing the results and to taking positive, corrective action where required.

### **What NextStep Training Ltd is Aiming to Achieve**

NextStep Training Ltd aims to achieve:

- confidence in the quality and fairness of its provision
- satisfaction among community
- awareness among learners and staff of the importance of equality and diversity issues
- equality of educational opportunity and achievement
- equality of opportunity in career development for all staff
- an environment which is free of prejudice, harassment and unlawful discrimination
- effective treatment of complaints
- a representative community of learners, staff and Governors
- a community in which there are no unlawful differences in learners' and staff members' experiences from entry to exit
- a Centre that consults its members and the local communities, and uses this information to improve its provision

### **Benefits**

NextStep Training Ltd's learners will gain multiple benefits from continuous progress on equality and diversity. These include:

- enabling greater awareness of possible issues before they arise and helping NextStep Training Ltd to develop better policies
- more informed decision making
- appropriate targeting of policies and resources
- improving educational provision and meeting varied needs
- greater openness in policy making

- increasing confidence in NextStep Training Ltd's provision
- eliminating incidents of unlawful discrimination
- improved morale, inclusion, satisfaction and productivity
- being recognised as an educational institution and employer of choice

### **How we will achieve our policy commitments**

NextStep Training Ltd will promote this policy and engage stakeholders by:

- embedding consideration of equality and diversity issues into all aspects of its provision
- consulting members of NextStep Training Ltd and local communities
- providing opportunities and resources for learners and staff to engage with equality and diversity-related issues
- assessing the impact of policies on diverse groups
- integrating equality and diversity into its quality assurance procedures
- regularly monitoring and reviewing performance
- publicly reporting on achievements
- taking positive action where necessary
- providing training for all staff to raise awareness of legal responsibilities and to promote good practice
- providing equality of opportunity in career development for all staff
- continuing professional development, through which staff will meet their responsibilities relating to equality and diversity
- providing effective and trusted complaints procedures
- treating acts of unlawful discrimination as a disciplinary offence
- publicising and communicating NextStep Training Ltd's work on equality and diversity, both internally and externally

### **Responsibilities**

All members of NextStep Training Ltd's share the responsibility to:

- create an environment within which progress can be made on equality and where there is genuine inclusion and respect for diversity
- comply with the law and work within NextStep Training Ltd's Equality & Diversity Policy

NextStep Training Ltd's managers are responsible for:

- reviewing and approving equality and diversity-related policies and Action Plans
- approving appropriate resource allocation
- reviewing impact assessments on equality
- taking the lead in equality and diversity, both internally and externally
- providing leadership, acting as overall leader to ensure the policy is developed and implemented
- ensuring the development and fulfilment of the Equality & Diversity Policy and Action Plans which is integrated within NextStep Training Ltd's strategic priorities
- publicising and communicating the policy, externally and internally
- strategic engagement with, and accountability to, the wider community for delivery on equality and diversity in all relevant activities
- ensuring that all staff fulfil their responsibilities with regards to equality and diversity

The programme manager is responsible for:

- ensuring that equality and diversity issues are embedded in learning and teaching strategies
- ensuring the practical implementation of the policy

- ensuring learners and staff act in accordance with the policy, providing necessary support and direction

NextStep Training Ltd's managers are also responsible for:

- enabling NextStep Training Ltd to translate this policy into Action Plans
- monitoring and reviewing teaching provision to ensure equality and diversity issues are embedded across NextStep Training Ltd
- drafting policies and strategies related to equality and diversity

Each staff member is responsible for:

Actively addressing equality and diversity issues in their day-to-day work  
Ensuring their own behaviour meets appropriate professional standards

Each learner is responsible for:

- ensuring their own behaviour does not contravene the principles of this policy
- Monitoring, Reviews and Reporting

NextStep Training Ltd has a specific duty to monitor, review and report on its equality and diversity-related policies and practices, in order to measure progress in achieving agreed objectives.

The Equality & Diversity Policy will be reviewed at least once in a year and also when required to comply with any changes in legislation.

### **What to do if things go wrong**

NextStep Training Ltd regards very seriously any allegation of discrimination or harassment. The appropriate disciplinary action may result in sanctions up to and including expulsion or dismissal from NextStep Training Ltd.

If a learner feel that they have experienced unfair treatment, discrimination, harassment, bullying, intimidation or abuse then please raise the matter with their Personal Tutor, Assessor or any of the staff members.

If a member of staff, please raise the matter with the Managing Director: Ahmed Khan or the **Quality Manager: Agnes Karamagi Ssemakula (AS)**, or their line manager.

If a parent / guardian or other member of the wider communities, please raise the matter with the centre manager **Oksana Anikiejeva (OA)** or follow the Complaints Procedure described in the learner handbook.

If necessary, they can make a formal complaint. If anyone wish to do so, please contact **Centre Manager: Oksana Anikiejeva (OA)** or follow the Complaints Procedure described in the Learner Handbook.

If someone wants to ask a question or make a comment regarding NextStep Training Ltd's equality and diversity provision, please email: oksana@nextsteptrainingltd.co.uk

### **Consultation**

The effectiveness of this policy is dependent on the support and co-operation of all members of the NextStep Training. This policy is, however, a working document and therefore is subject to constant review.

## The legal context

The following legislation is central to our Equality & Diversity Policy:

- Race Relations (Amendment) Act (RR(A)A) 2000
- Disability Discrimination Act (DDA) 2005
- Equality Act 2006
- Borders, Citizen and Immigration Act 2009
- Equility Bill (2010)

1. Under the general duty of the RR(A)A, NextStep Training Ltd is required to have due regard to the need to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good relations between people of different races.

2. Under the DDA, NextStep Training Ltd is required to have due regard to the need to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled people that is related to their disabilities
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others

3. Under the Equality Act, NextStep Training Ltd is required to have due regard to the need to:

- eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act, and discrimination
- that is unlawful under the Equal Pay Act
- promote equality of opportunity between men and women

4. NextStep Training Ltd recognises that a commitment to equality and diversity requires consideration of issues in addition to the promotion of race, disability and gender equality. NextStep Training Ltd's Equality & Diversity Policy therefore has been informed by the following legislation:

- Equality Bill (forthcoming 2010)
- Borders, Citizenship and Immigration Act 2009
- Employment Equality (Age) Regulations 2006
- Employment Equality (Sex Discrimination) Regulations 2005
- Disability Discrimination Act 2005
- Children Act 2004
- Gender Recognition Act 2004
- Employment Act 2002 (Dispute Resolution) Regulations 2004
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 1995 (Amendment) Regulations 2003
- Race Relations Act 1976 (Amendment) Regulations 2003
- Working Time (Amendment) Regulations 2002
- Special Education Needs and Disability Act (SENDA) 2001
- Part Time Workers Regulations 2000

- Sex Discrimination (Gender Reassignment) Regulations 1999
- Human Rights Act 1998
- Working Time Regulations 1998
- Data Protection Act 1998
- Public Interest Disclosures Act 1998
- Treaty of Amsterdam 1997
- Protection from Harassment Act 1997
- Employment Rights Act 1996
- Disability Discrimination Act 1995
- Children Act 1989
- European Equal Treatment Directive 1976
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Health and Safety at Work Act 1974
- Equal Pay Act 1970

## **Policy Implementation**

### **Gaining commitment**

- Adopting easy to follow processes in relation to Equality Diversity and inclusion that are monitored and reviewed regularly
- Embedding Equality, Diversity and Inclusion in everything we do including recruitment, induction and training
- Promoting Equality, Diversity and Inclusion at learner reviews and staff 1-1's
- Leading by example
- Communicating changes in relation to Equality, diversity and Inclusion
- Offering all staff and learner training in equality, diversity and inclusion
- Ensuring all of our employers are aware of their responsibilities for Equality, Diversity and Inclusion
- Monitoring the inclusion of learners in the workplace and in training

### **Training**

- Managers and leaders will be supported to obtain a EDI certification from foundation learning online
- Training on this policy will be include at all induction training for new staff
- Staff refresher training will be held annually as a minimum or upon changes to this policy.
- Line managers will be responsible for ensuring their team are trained in this policy.

### **Review**

- This policy will be reviewed annually as a minimum
- This policy will also be reviewed in the event of a major change
- This policy may be reviewed for other reasons upon request.

## **Management Approval**

A handwritten signature in black ink, appearing to be 'A. [unclear]', written over a horizontal line.

**Date: 19/02/2025**

**Managing Director**