



POLICIES & PROCEDURES

Equality and Diversity in Employment and Learners Policy

Reviewed on: 03/03/2022

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Signed: *C W Foley*

Next Review Date: March 2023

EQUALITY AND DIVERSITY IN EMPLOYMENT AND LEARNERS POLICY

DEFINITION

Oxford Energy Academy strives to ensure that all individuals including learners, staff and visitors are equally valued and everyone is entitled to equal rights, responsibilities, and opportunities, and are treated with dignity and respect.

We welcome the statutory duty to prepare and accomplish this Policy, which serves to remind us that diversity in society is a strength. Oxford Energy Academy must ensure equality and equity with regard to, issues of race, creed, disability, gender, age, religion, belief, social or economic class, employment status, sexuality orientation, gender identity or any other criteria.

PURPOSE

Equality of opportunity and inclusivity is fundamental to the vision and values at Oxford Energy Academy. The principles of equality and diversity are at the heart of Oxford Energy Academy's life and are supported by appropriate policies, procedures, and good practice.

Oxford Energy Academy will work towards the elimination of unlawful discrimination on any of these grounds, whether it be direct or indirect and we will ensure that individuals have equal access to our facilities and provisions.

PROCEDURE

Oxford Energy Academy aims to demonstrate its commitment to equality and diversity and promote equality of opportunity for all by:

- Developing, publishing, and practicing the Equality and Diversity policy
- Learners and staff are aware of the policy and the action needed for its implementation.
- Learners, staff and visitors are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- All Oxford Energy Academy's staff and learners will have access to relevant information, which enables them to plan, implement and monitor their actions and responsibilities under the Policy.
- Oxford Energy Academy's publicity materials present appropriate and positive messages about equality and diversity.
- All learners and staff have access to appropriate support and facilities.
- Training, development opportunities and promotion procedures are designed to eliminate discrimination and are judged solely on merit.
- Selection procedures for recruitment incorporate objective selection criteria.

- Ensuring staff and learners are provided with appropriate mechanisms to discuss equality and diversity issues and raise any concerns.
- Dealing with potential acts of discrimination appropriately

Any issues raised will be dealt with in a sensitive manner, by adhering to appropriate levels of confidentiality.

Oxford Energy Academy will ensure the Equality and Diversity Policy is readily available to all learners, staff and visitors and it will be highlighted in the Induction processes.

RESPONSIBILITIES

For learners:

- Ethnic, disability and gender profiles
- Retention, achievement, and success rates
- Work placement satisfaction levels and equality of opportunity
- Disciplinary action
- Complaints and/or compliments by learners or their sponsors

For employees:

- Ethnic, disability and gender profiles by grade and type of work
- Job applications and appointments
- Type of contract (permanent, part-time, temporary)
- Training applications
- Disciplinary action
- Grievances
- Compliments by staff

To learners:

- All learners will receive a summary of the policy.
- Copies of the policy will be available upon request.
- The learner induction programme will highlight the Oxford Energy Academy's commitment to equality and diversity.
- The induction programme will also highlight action to be taken and procedures by learners who suffer discrimination.
- The induction programme will also highlight procedures to be taken against those responsible for any discrimination.

To employers and work placement providers:

- Oxford Energy Academy will raise the profile of the policy with all work placement providers to ensure they receive a summary of their responsibilities under the policy and will signify their understanding and agreement to them.
- Advice will be made available to work placement providers on equal opportunities issues.

To staff:

- All staff will receive a copy of the policy.
- The staff induction programme will highlight the Oxford Energy Academy's commitment to equality and diversity.
- The induction process will also outline action to be taken in the event of discrimination.
- They are aware of Oxford Energy Academy's statutory duties in relation to equality and diversity.
- In the case of teaching staff, their schemes of work, lesson content, teaching styles, resources and individual student learning plans all demonstrate sensitivity to equalities issues.
- In the case of organisational and office staff, they deal equitably and fairly with all students in respect of Oxford Energy Academy's processes and procedures paying due regard to the circumstances of minority and vulnerable groups.
- They challenge inappropriate behaviour by learners, work placement providers or other members of staff.
- Students or staff with learning difficulties and/or disabilities are given every opportunity to disclose their support requirements.
- Learners are screened for their additional learning support needs.
- Additional Learning Support is provided where a need is identified by staff or by learner self-referral.

Directors are responsible for ensuring that:

- They reflect the diversity of the communities served by Oxford Energy Academy
- All aspects of Oxford Energy Academy's policy and activity are sensitive to equality issues.
- Their statutory duties in relation to equality and diversity
- Assessment procedures are designed to be clear and fair and eliminate any prejudice.
- Curriculum areas assess performance in relation to equality and diversity and take appropriate action through self-assessment.
- Procedures for the recruitment and promotion of staff enshrine good equal opportunities practice.
- Learner induction programmes and tutorial programmes reflect Oxford Energy Academy's commitment to promote equality of opportunity.

- Oxford Energy Academy's publicity materials present appropriate and positive messages about equality and diversity.
- Guidance and counselling are available to all students and staff on personal welfare issues.
- All those involved with interviews and enrolment are aware that provisions are provided for any applicant with a disability.