



WE ARE
LEARNPLAY
FOUNDATION
#LoveLearnPlay

EQUAL OPPORTUNITIES & INCLUSION POLICY

Statement of Policy

The aim of this policy is to communicate the commitment of the Directors and senior management team to the promotion of equality of opportunity and inclusion at LearnPlay Foundation.

It is our policy to provide employment equality and inclusion to all, irrespective of:

- Gender, including gender reassignment;
- Marital or civil partnership status;
- Having or not having dependents;
- Religious belief or political opinion;
- Race (including colour, nationality, ethnic or national origins);
- Disability;
- Sexual orientation; or
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities & inclusion in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities inclusion policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Policy Scope

This policy applies to all those who work for (or apply to work for) the organisation and to all of the following:

- Job applicants and potential applicants;
- Employees;
- Contract workers;
- Agency workers;
- Trainee workers and students on work experience or placements;
- Volunteer workers; and
- Former employees
- Learners and Apprentices

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons;
 - Promoting a good and harmonious working environment in which all persons are treated with respect;
 - Promoting an ethos of inclusion of individuals from all corners of society;
 - Preventing occurrences of unlawful direct discrimination indirect discrimination, harassment and victimisation;
 - Fulfilling all our legal obligations under the equality legislation and associated codes of practice;
-



- Complying with our own equal opportunities & inclusion policy and associated policies;
- Taking lawful affirmative or positive action, where appropriate; and
- Regarding all breaches of equal opportunities & inclusion policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by senior management

Application of the policy

Equal opportunities considerations for staff

Recruitment and Selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting LearnPlays commitment to equality and diversity.
- Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations).
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position.
- Short listing, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

Grading and Promotion

- All grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

Staff Development

- All staff will have equal access to induction, personal and career development opportunities and facilities.

Performance Management

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff.
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Equal opportunities considerations for learners and Apprentices

Recruitment, Selection and Enrolment

- All information contained in promotional materials, websites and other material used in the recruitment of learners and apprentices should promote equality of opportunity and make reference to this policy.
 - All staff involved in the recruitment, selection and admission of learners and apprentices will have an awareness of equality and diversity.
 - Employers will be vetted to ensure they reflect our standards and expectations in relation to equal opportunities
-



Assessment

- There will be clear, consistent and transparent criteria for learner assessments and all assessments will take place on an equal opportunities basis.

Career Planning and Participation

- All learners will have access to career planning support and will be encouraged to participate fully in the academic, cultural and social life of the centre. This policy will be used when considering placements with employers for apprentices and work experience and employer will be monitored to ensure adherence with this policy.

Discipline and Learner Complaints

- All discipline and learner complaints procedures will be applied fairly and transparently for all learners;
- Allegations of harassment or discrimination will be dealt with under the
- Learner Disciplinary code.

Implementation

The LearnPlay Foundation directors have specific responsibility for the effective implementation of this policy. Each director also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to promote this policy we shall:

- Communicate the policy to employees, job applicants, apprentices and relevant others (such as contract or agency workers);
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff;
- Provide equality training and guidance as appropriate, including training on induction and management courses for staff and apprentices;
- Ensure that those who are involved in assessing candidates for recruitment or promotion will utilise non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g., staff newsletters, intranet);
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce; and
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

In order to gain commitment to this policy we will;

- 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

To ensure training has taken place to embed this policy;

- 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 and induction of learners
- 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.
- Equality and Diversity will be embedded into learning and course materials

Monitoring & Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities & inclusion policy. The effectiveness of our equal opportunities & inclusion policy will be reviewed regularly (at least annually) and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures A copy of these procedures is available from Ro Hands (Managing Director). All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under anti-discrimination legislation. However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation may result in disciplinary action and may warrant dismissal.

| | |
|------------------------|---|
| Originator: | Justin Rutherford |
| Date of latest review: | 06/09/22 |
| Date of last approval: | 06/09/22 |
| Approved by: | Justin Rutherford |
| Review interval: | Annually |
| Next review due by: | August 2023 |
| Signed: |  |