

Equal Opportunities and Diversity Policy

Introduction

Equality of opportunity is a key and integral part of Crossfield Learning's vision. Crossfield Learning aims to be a truly open, accessible and diverse organisation and is committed to the principle of equal opportunities in employment and education regardless of a person's gender, race, sexual orientation, age, disability or religious belief, or any other specific factors that results in discrimination.

To achieve this we need to ensure that our policies provide access for everyone and do not place any unnecessary barriers to entry.

This policy covers all aspects of Crossfield Learning's operation, relating to both staff and learners. Crossfields Learning will, therefore, apply policies that are fair, equitable and consistent to all staff, learners and external contacts. Crossfields Learning will ensure that all prospective employees, staff and learners are accorded equal opportunity in matters relating to enrolment, recruitment, selection, the learning experience, training, promotion and terms and conditions of employment for jobs of equal value.

Crossfields Learning strives to be an equal opportunities provider. Every employee and learner has personal responsibility for the implementation of this policy.

It is Crossfields Learning's responsibility to ensure that all staff and learners are fully aware of the contents of this policy (e.g. such as during their induction).

Review Arrangements

The Crossfields Learning's Director and/or Core Faculty will make an annual report to the Crossfields Institute Group Trustees to review relevant performance indicators.

Key indicators will include:

- Age, ethnicity, gender and disability profile of Crossfields Learning's staff
- Age, ethnicity, gender and disability profile of tutors and learners
- Numbers of complaints or grievances of harassment and discrimination
- Staff attendance at equal opportunities training events

Crossfields Learning will review the effectiveness of procedures so that staff and learners feel confident to raise issues of concern about equal opportunities, and to make complaints about discrimination, harassment or bullying.

Crossfields Learning will also monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote equal opportunities.

All staff within Crossfields Learning are responsible for ensuring that effective monitoring and review systems are in place.

Areas Covered by the Policy

- Crossfields Learning staff

Crossfields Learning is committed to incorporating specific and appropriate duties in respect to the implementation of the Equal Opportunities and Diversity Policy into job descriptions and work objectives for all staff.

Crossfields Learning will provide equality training and guidance as appropriate to our staff.

Complaints

Complaints relating to issues of inequality should be made using the Crossfields Learning Complaints Process (see Complaints and Appeals Policy). This information should be made readily available to staff and learners to ensure all staff and learners at the centre are aware of and understand the policy and its implications.

Monitoring the Success and Relevance of Our Policies and Procedures

Crossfields Learning is committed to complying with and reflecting all current and relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010 and Northern Ireland Equality Law.

As part of the staff and learner recruitment, learner registration and learner records services, Crossfields Learning may collect information on diversity, requests for special considerations, access arrangements and feedback from staff, learners and other stakeholders. All such information will be stored and used in accordance with Data Protection legislation. The data collected will be used to identify any issues with our current provisions that may have been highlighted. The results will be reported to Crossfields Learning's Director and/or Core Faculty who will be responsible for ensuring that relevant staff introduce, as appropriate, amendments to provision and/or services where necessary and in accordance with our documented processes and procedures.

Policy Review

This policy will be reviewed annually by Crossfields Learning's Director and/or Head of Centre. In updating the policy, Crossfields Learning's Director and/or Head of Centre will take into account notification and advice received on recent changes to legislation, regulation and good practice in the area of employment and equality and diversity.

In addition, this policy may be updated in light of operational feedback to ensure our arrangements for dealing with equality of opportunity and diversity remain effective.

This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Head of Centre