



CliffeHouse
Training Academy

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Equality & Diversity Policy

Last Policy Review Date: February 2025

Next Review Date: February 2026

Created by Training Manager: Tori Doherty. Signed by Director: *Della Stocks*

Cliffe House Training takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual. The company is committed to providing equality of opportunity and anti-discriminatory practice for all staff according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our settings.

A commitment to implementing our inclusion and equality policy forms part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of your nursery manager or training provider at the earliest opportunity.

We strive to be recognised as a company that encourages their workforce and values and manages the diversity and equality of all our staff.

We welcome students and staff from all backgrounds and value and actively celebrate the benefits that diversity and difference bring to Cliffe House Training. We raises awareness of equality and human rights, promotes diversity and combats all forms of inequality, disadvantage, prejudice, unfair discrimination, harassment and mistreatment within its communities. Cliffe House Training believes that all forms of prejudice and unfair discrimination are unacceptable. We are committed to creating a safe environment for all students and staff. This Equality and Diversity Policy covers all members of the Cliffe House Training team inc. students.

Legislation

The Equality Act 2010 gives the key legislative requirements relating to equality and diversity. The Act identifies nine protected characteristics, age, disability, gender, gender identity, pregnancy and maternity, race, religion and philosophical beliefs, sexual orientation and marriage and civil partnerships. All nine characteristics are covered in the employment duties of the Act. The protected characteristic of marriage and civil partnership is not included in the educational duties of the Act.

The Act outlaws unfair discrimination against an individual because of a protected characteristic and this includes the following types of discrimination:

- Direct discrimination (including discrimination based on association or perception) – occurs when you treat a person less favourably than you treat another person because of a protected characteristic

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- Indirect discrimination - occurs when a practice has the effect of putting people sharing a protected characteristic within the general group at a particular disadvantage
- Harassment – occurs when someone behaves in a way that creates an offensive, hostile, degrading, humiliating or intimidating environment for a person
- Victimisation - occurs if you treat someone badly because they have been involved in a claim or complaint about discrimination
- discrimination arising from disability occurs when you treat a disabled person unfavourably because of something connected with their disability and cannot justify such treatment.
- Failure to make reasonable adjustments (for disabled people) – occurs when an organisation fails to make reasonable adjustments for a disabled person to avoid the disabled person being placed at a substantial disadvantage compared to a non-disabled person

The Act has introduced a new public sector equality duty which requires Cliffe House Training to; eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity, foster good relations.

The first part of this duty to eliminate unlawful discrimination, harassment and victimisation applies to all nine protected characteristics while the rest of the duty applies to eight of the protected characteristics and excludes marriage and civil partnerships.

As a company we are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the company will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation and pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training.
- Striving to promote equal access to services and projects by taking practical steps, (wherever possible and reasonable) such as ensuring access to people with additional needs and by producing materials in relevant languages and media.
- Including and valuing the contribution of all staff to our understanding of equality, inclusion and diversity.
- Providing positive non-stereotypical information.

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- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing childcare practice to ensure the policy is effective and practices are non-discriminatory.
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by promoting non-stereotypical images and language and challenging all discriminatory behaviour.

Roles and responsibilities

Each member of the Cliffe House Training team are responsible for following and supporting this policy. The guidance applies to students, employees, directors, contractors, volunteers and visitors. We expect all members of our team to follow our vision and values for equality and diversity. Any member of Cliffe House Training may raise, either informally or formally, complaints of unfair and/or discriminatory treatment. The guidance applicable to particular roles in Cliffe House Training follows. The Managing Director carry the ultimate responsibility, under the law, for ensuring that Cliffe House Training meets the requirements of equality legislation.

In particular directors and the senior team will:

- set and maintain the strategic direction for equality and diversity
- monitor performance and targets through regular reports
- proactively champion equality and diversity
- carry primary responsibility for ensuring all aspects of this policy are carried out effectively
- ensure that measurable equality targets are set to accomplish the duties of the legislation

Each member of the team is responsible for supporting this policy and the law. Every role in Cliffe House Training has an equality and diversity component and staff will:

- apply and embed the vision and values of this policy in their work and roles
- support and enable students to follow this policy
- take appropriate and immediate action in the event of incidents of harassment, unfair discrimination or misbehaviour alerting or involving if necessary, senior staff

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Students/Learners are expected to support and follow this policy and will:

- treat everyone with respect, fairly and with understanding, making them feel welcome at CHT
- abide by the law
- use language carefully, without swearing or inappropriate language, and not say rude, hurtful or disrespectful things about other people
- report any concerns they have for themselves or others
- resolve differences and disagreements amicably

Complaints from team members can be made directly to the Company Director or Training Manager. Della Stocks (Director) della.stocks@sky.com or Tori Doherty (Training manager) tori.cliffehouse@yahoo.com

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