



CliffeHouse
Training Academy

Cliffe House Training Academy

Equality & Diversity Policy

Last Policy Review Date: June 2026

Next Review Date: June 2027

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

Policy Statement

Cliffe House Training Academy is committed to promoting equality, diversity and inclusion across all aspects of our organisation and apprenticeship provision. We believe that every individual should be treated with dignity, fairness and respect and have equal access to opportunities, learning and development.

As an independent training provider delivering apprenticeships in early years education, we actively promote inclusive practice and value the diversity of our employees, learners, employers, partners and wider communities. We recognise that diversity strengthens our organisation and enriches learning experiences for everyone involved.

We are committed to creating a safe, inclusive and welcoming environment where differences are respected, celebrated and supported. We will not tolerate discrimination, harassment, victimisation or unfair treatment of any kind.

This policy applies to all employees, learners, directors, contractors, volunteers, visitors and employer partners engaged with Cliffe House Training Academy.

Legal Framework

This policy is guided by the requirements of the Equality Act 2010 and all relevant equality, safeguarding and employment legislation.

Under the Equality Act 2010, it is unlawful to discriminate against an individual based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Cliffe House Training Academy recognises and understands its responsibilities under equality legislation and is committed to:

- Eliminating unlawful discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering positive relationships between individuals from different backgrounds

Our Commitment

Cliffe House Training Academy is committed to:

- Recruiting, selecting, training and promoting individuals fairly and based on skills, qualifications, experience and suitability for the role
- Ensuring learners have equal access to training, assessment and support
- Providing an inclusive learning environment that supports individual needs and removes barriers to participation wherever reasonably practicable
- Making reasonable adjustments, where possible, for learners, employees and visitors with disabilities or additional needs
- Promoting positive and non-stereotypical attitudes, language and resources throughout training and workplace practice
- Challenging discriminatory behaviour, prejudice, bullying, harassment or victimisation promptly and appropriately
- Supporting a culture of mutual respect, professionalism and inclusion
- Continually reviewing and improving our practices to ensure equality, diversity and inclusion remain embedded throughout our organisation

Types of Discrimination

Cliffe House Training Academy recognises that discrimination can take many forms, including:

- **Direct discrimination** – treating someone less favourably because of a protected characteristic
- **Indirect discrimination** – applying policies or practices that disadvantage particular groups
- **Harassment** – unwanted behaviour that violates a person's dignity or creates an intimidating, hostile or offensive environment
- **Victimisation** – treating someone unfairly because they have raised or supported a complaint relating to discrimination

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- **Discrimination arising from disability** – treating a disabled person unfavourably because of something connected to their disability
- **Failure to make reasonable adjustments** – not taking appropriate steps to remove barriers for disabled individuals

Any form of discrimination, harassment or victimisation is unacceptable and may result in disciplinary action.

Roles and Responsibilities

Directors and Senior Leaders

The Directors and senior leadership team have overall responsibility for ensuring compliance with equality legislation and for promoting an inclusive culture throughout Cliffe House Training Academy.

They will:

- Lead by example in promoting equality, diversity and inclusion
- Ensure policies and procedures reflect current legislation and best practice
- Monitor equality and diversity practices and address concerns appropriately
- Ensure staff and learners receive appropriate guidance, support and training
- Promote a culture where all individuals feel safe, respected and valued

Employees and Associates

All employees, tutors, assessors and associates are responsible for:

- Treating others with dignity, fairness and respect
- Promoting inclusive practice within learning and workplace environments
- Challenging inappropriate language, behaviour or discrimination
- Supporting learners' individual needs appropriately
- Following this policy and all related procedures
- Reporting concerns relating to discrimination, bullying or harassment promptly

Learners

Learners are expected to:

- Treat others respectfully and professionally
- Value and respect diversity and individual differences
- Use appropriate language and behaviour at all times

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- Report concerns relating to discrimination, bullying, harassment or unfair treatment
- Contribute positively to an inclusive learning environment

Reporting Concerns and Complaints

Cliffe House Training Academy encourages all employees and learners to report concerns relating to equality, diversity, inclusion, bullying, harassment or discrimination.

Concerns may be raised informally or formally and will be taken seriously, investigated appropriately and handled confidentially wherever possible.

Complaints or concerns can be reported to:

- The Company Director – Della Stocks (della.stocks@sky.com)
- The Training Manager – Tori Doherty (tori@cliffehousetrainingacademy.co.uk)
- Quality Assurance Manager – Octavia Hamilton (octavia@cliffehousetrainingacademy.co.uk)
- A designated safeguarding lead or line manager where appropriate

No individual will be treated unfairly for raising a genuine concern in good faith.

Monitoring and Review

This policy will be reviewed annually, or sooner where changes in legislation, guidance or organisational practice require updates.

Cliffe House Training remains committed to promoting equality, celebrating diversity and creating inclusive opportunities for all learners and employees.