**Equal Opportunities Policy**

*Developed: February 2013*

*Last review: January 2018*

*Next review: January 2019*

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Equal Opportunities and Diversity

**Objectives**

Qualified Education Ltd (here after referred to as the ‘Company’) is committed to equality in all its activities for all who learn, work or come into contact with our company in any respect. We respect differences in race, ethnic origin, culture, gender, disability, mental health, sexual orientation, age, religion and belief.

The Company is committed to providing a welcome and supportive environment where all who learn and work here are given the full opportunity to participate fully and achieve their full potential. We minimise physical and other barriers to learning and all our programmes of learning actively promote equality of opportunity.

We commit to:

* Ensuring that all our staff our staff and learners are able to recognise diversity and challenge discrimination.
* Promote equality by valuing and respecting the differences between people.
* Regularly monitor our policies, practices and procedures to ensure that they are free from discrimination.
* Investigate all concerns or allegations of discrimination in a sensitive and fair manner.

**Policy Statement**

The Company values and recognises the social and cultural diversity in individuals to whom we provide a service. The Company aims to provide conditions that encourage everyone to participate in learning, actively combat harassment and where people are treated with dignity.

The Company recognises:

* That society consists of many diverse individuals and groups, and celebrates the diversity of our learners.
* The Company have a moral and legal responsibility to promote equal opportunities.
* The Company are committed to a fair and equal recruitment and selection process.

**Responsibilities**

*Please also refer to the Mental Health and Wellbeing Policy.*

The Company is committed to raising awareness of equality and diversity, ensuring that all learners and staff are treated with dignity and respect, within a safe and secure environment, free from discrimination, harassment and bullying.

We do this by:

* Encouraging the full participation of learners in all aspects of their learning.
* Working towards inclusive learning by ensuring a high degree of flexibility to match the needs of individual learners.
* Identifying and removing any discriminatory practices, procedures and customs and replacing them with systems which are fair and equal to all.
* Developing our learning programme to ensure that there are a variety of flexible learning opportunities available at range of different times.
* Actively promoting equality and diversity among staff, learners, employers, and other partners.
* Ensuring that all staff receive training in equality and diversity and any additional training or support is identified in achievement and development reviews.
* Making sure training in equality and diversity is effective so that managers, associate providers, staff and learners understand their roles and responsibilities in relation to equality and diversity.
* Assessing the equality impacts of our work, to ensure no groups are disadvantaged and taking appropriate action in response to its findings.
* Making sure that all learners and staff are protected from harassment, bullying and discrimination, including those based with employers and at other sites external to the providers.
* Managing any incidents or complaints relating to equality effectively and efficiently.
* Taking action to reduce any significant variation in outcomes for different groups of learners, to maximise their potential.
* Having strategies in place to safeguard learners who are based with employers, from harassment, bullying and discrimination.

**Monitoring & Evaluation**

The Company will monitor and evaluate achievement in respect of equality by taking the following actions:

* Ensure that all staff receives training to ensure that they do not discriminate unlawfully.
* Review and monitor our services to ensure that they do not discriminate against anyone, identify barriers to access, and assess where improvements can be made.
* Provide access for disabled people and remove barriers to participation.
* Develop monitoring of services including data collation and analysis.