



# EQUALITY, DIVERSITY AND INCLUSION POLICY

FEBRUARY 2021

Version	4
Original Policy issued:	December 2012
Next review date:	February 2022
Name originator/author:	Joss New - Deputy Head of Lifelong Learning
Contact details:	Joss.new@richmondandwandsworth.gov.uk T: 020 8871 5372   M: 07867 151502
Amendments made by:	Paul Brimecome
Target Audience	All

# Content

Section	Page
Mission Statement	3
Introduction	3
Statement of Intent	3
Disability and the 2010 Equality Act	4
Equality and Diversity Objectives	6
Policy Implementation	6
Our Key Objectives	7
Responsibilities of the Monitoring and Advisory Group	7
Responsibilities of the Management team	8
Responsibilities of all learners	8
Complaints Procedure	9
Procedure for reporting E&D issues – tutors	10

## Related policies and publications

Wandsworth Council	Lifelong Learning
<ul style="list-style-type: none"><li>• SSA Equality Policy</li><li>• Equality Impact Needs Assessments (EINA)</li><li>• Public Sector Equality Duty</li><li>• Code of Practice on Dealing with Employee Grievances</li><li>• Staff disciplinary procedure</li><li>• Dealing with Employee Grievances – Managers Guidance</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding Policy</li><li>• Prevent Policy</li><li>• Learner Handbook</li><li>• Apprentice Handbook</li><li>• Learner complaints procedure</li></ul>

# Wandsworth Lifelong Learning Equality & Diversity Policy

## Mission Statement

“All Wandsworth residents will have access to a wide range of high-quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at times and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning team aims to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community”

## Introduction

Lifelong Learning (LLL) takes issues of Equality, Diversity, and Inclusion very seriously and ensures equality of opportunity by welcoming learners and staff from all backgrounds and communities. Equality of opportunity is of paramount importance in everything we do, and we promote an ethos of treating all individuals with dignity and respect. We will ensure that all learners, employers, staff members, partners and other stakeholders are aware of the commitment we have to the elimination of discrimination, by fostering good relations between different groups of people, and promoting, advancing and celebrating diversity across the organisation.

LLL will regularly seek advice and guidance from the council’s Adult and Children’s Safeguarding Board.

## Statement of Intent

We will promote and advance equality of opportunity, and celebrate diversity by ensuring that:

- We promote a learning and working culture where diversity is valued.
- Treat everyone equally and with dignity and respect.
- Operate a zero tolerance of all forms of victimisation, discrimination, bullying and harassment.
- Address inequalities and inappropriate behaviour and personal conflict by implementing appropriate actions, and updating policies, practices and procedures and resolve issues fairly and amicably.

## Disability and the 2010 Equality Act

The 2010 Equality Act replaced most of the Disability Discrimination Act (DDA); however, the Disability Equality Duty still applies, and makes it unlawful to discriminate on the grounds of disability in education, training and services.

### Disability

LLL will meet its duty under the 2010 Equality Act not to treat disabled people less favourably than others by making reasonable adjustments to ensure that individuals have the same rights to fully participate and have access to the full range of services, achievements and successful outcomes, and that these rights remain unaffected by a disability or a learning difficulty.

Ensuring that additional learning needs and social needs are discussed during the interview/recruitment process and taking into account initial assessments and key skills diagnostic assessment results, to enable staff to make an informed decision on individualised learning.

### Race Equality

We will engage with a diverse workforce and learner groups, including people from a variety of racial, ethnic, national backgrounds and disadvantaged groups, and will create an environment based on positive relations between members of different racial groups.

### Sex Equality

We will aim to eliminate discrimination and harassment relating to gender and gender reassignment and promote equality of opportunity between men and women.

We will address gender imbalance and will actively promote and encourage participation from under-represented groups within areas of learning and employment, relating to non-traditional roles.

### Gender Reassignment Equality

We will provide time off for employees and learners who require medical or therapeutic sessions in relation to gender reassignment, and will support individuals through referrals to external support groups, who may be able to provide confidential advice and guidance.

### Sexual Orientation Equality

We will challenge homophobic language or behaviours and will ensure that everyone demonstrates respect and tolerance of different sexual identities.

### Marriage and Civil Partnerships Equality

We will respect marital status and civil partnerships and ensure that no one is placed at a disadvantage relating to recruitment, employment, learning and progression.

## Pregnancy and Maternity Equality

We will respect pregnancy, maternity and paternity rights, and make reasonable adjustments where appropriate to support flexible working arrangements.

## Age Equality

We will address age imbalance in learning, working and recruitment, and will address misconceptions relating to age. We will ensure that recruitment decisions are based on the skills and abilities of an individual, and we will remove age-biased language from our advertising. We will ensure that training, development and career advancement is not aged-linked.

## Religion and Belief Equality

We will respect all individuals who have a religion or belief, and where practical or appropriate, we will make reasonable adjustments to ensure that no one is placed at a disadvantage because of their religion or belief. LLL policies, practices and procedures will reflect consistent, fair and equitable treatment for all individuals, no matter what their religion or belief.

### Religion, Beliefs and Practices include:

- **Community** – social and religious aspects or religious belief, and non-belief that may bring communities together.
- **Creed and Doctrine** – beliefs and ideas, creation, salvation, gods and divinities.
- **Rituals** – the practice of a belief to express commitment.
- **Faith** – a commitment to a group in order to feel a sense of belonging and/or a belief in something greater than oneself.
- **Ethics** – behaviour relating to beliefs or non-beliefs.

### Persuasion associated with a religion or belief:

- WCLL will eliminate all radical behaviour that can perpetuate and encourage radicalism (PREVENT).

### Sensitive to the needs of individuals relating to their religion or belief by:

- We will give consideration to the needs of diverse groups and religious activities where requests are made to observe or celebrate religious events, festivals or holy days.
- Where possible we will provide a suitable room for praying.
- Where possible we will take into account dietary requirements if we provide food for an individual.
- We will take into account dress requirements for religious observance; in some circumstances there may be justifiable reasons for requesting that particular clothing or jewellery is not worn. For example, health and safety or security reasons.

## 1 | Equality and Diversity Objectives

- To understand that the journey to success starts with recognising the needs of the individual, their goals, aspirations and realising the potential in everyone.
- To help remove barriers to achievement and move people toward the place they aspire to be, in order to meet their personal ambitions, whether through learning or employment. Closing the achievement gap between different groups of learners and social groups.
- To provide a wide range of individualised support; develop appropriate assessment methods, offer continuous professional development and training for staff, and extend opportunities for achievement.
- Where appropriate we will make reasonable adjustments that may include additional arrangements for people with dyslexia, learning difficulties, sight impairment, hearing impairment or physical disabilities, and we will endeavour to support people both in their learning and working environment.
- We will promote our zero-tolerance approach to victimisation, discrimination, harassment or bullying on the grounds of all the protected characteristics.
- We will promote the elimination of discrimination by association with another person, or unfavourable treatment based on perception, relating to the protected characteristics of the 2010 Equality Act.

## 2 | Policy Implementation

Wandsworth Council Lifelong Learning will ensure that its equality and diversity policy commitments are delivered through the following strategies and processes:

- The implementation, monitoring and review of our policies, practices and procedures for the right reasons, in order not to disadvantage any individual or particular group of people, and develop a culture of **'building on strengths and changing attitudes.'**
- Increase the success rates of all learners, particularly where performance gaps have been highlighted through regular data monitoring and analysis.
- Maintain high success rates between particular groups of learners by gender, disability, race or learning difficulty.
- Conduct a robust learner review process, which is well-planned, supports retention, encourages personal achievement, develops progression routes and offers rewards in the form of a ceremony or event and is audited regularly.
- Enable all learners to have equal access to learning, support, and resources, and to carry out quality assurance checks and sampling on ILPs, individualised learning, reviews and progression.
- Advance opportunities for enrichment, social skills and personal well-being by offering appropriate information, advice and guidance that is individualised. Where appropriate offer access to events, social networks, speakers and role models to inspire learners to achieve.
- Offer staff opportunities for personal development and training, and access to resources, to equip them with the skills to embed equality and diversity in their job role.
- Educate staff on equality and diversity, and disseminate information at training sessions, the LLL website, newsletters, forums, notice boards and lunch and learn events etc.

## 3 | Our Key Objectives:

Wandsworth Lifelong Learning work reflects that of Wandsworth Council's Lifelong Learning service. Our Plan encompasses local and national priorities and is directly linked to Wandsworth Council's corporate objectives.

The council has six strategic objectives (and sub-objectives) that reflect the Council's priorities and its ongoing corporate ambition to deliver high quality, value for money services.

- Providing the best start in life - By investing in early years provision, family support, school improvements, mentoring, apprenticeships and skills training
- Greener, safer, better neighbourhoods - By working with our community to combat climate change and improve our environment and our neighbourhoods – keeping them green, clean and safe
- More homes and greater housing choice - By delivering a range of homes to suit different needs for people who live or work in the borough, particularly for those on lower incomes, while providing more help and support to people who rent either from the council or privately
- Helping people get on in life - By helping people secure new job opportunities and encouraging investment in the borough
- Encouraging people to live healthy, fulfilled and independent lives - By helping young and old stay safe, active and in control of their lives
- Value for money - By maintaining the lowest possible council tax, making every pound go further and ensuring that we live within our means

## 4 | Responsibilities of the Monitoring and Advisory Group

it is everyone's responsibility to ensure that the Equality and Diversity policy is implemented across the organisation and provision with subcontractors, that we remove barriers that may impact upon any individuals or groups of people.

The responsibilities of the Monitoring and Advisory Group with regard to Equality, Diversity and Inclusion are:

- a) to ensure there is no unfair discrimination.
- b) to act positively where appropriate to ensure legal duties are met.
- c) to ensure that all employees are aware of their equality and diversity duties and responsibilities.
- d) to promote our ability to respond appropriately to the needs of a diverse group of Adult learners, the wider community it serves, our partners and those of its employees.
- e) to ensure no unfair or unlawful discrimination takes place and to recognise that they will be liable for the discriminatory acts of employees.
- f) Policies, procedures and action plans comply with anti-discrimination legislation and are not unlawfully discriminatory.
- g) they take responsibility for eliminating discrimination.
- h) they promote equality of opportunity to all.

## 5 | Responsibilities of the Management team

It is the responsibility of the management team to ensure that the Equality, Diversity and Inclusion Policy agreed by Monitoring and Advisory Group is implemented, monitored and reviewed effectively and to use effective leadership and management to ensure that:

- a) Equality, Diversity and Inclusion is incorporated into strategic and operational planning, and is effectively monitored against national/local benchmarks etc.
- b) WCLL policies and procedures are the subject of Equality & Diversity Impact Measures.
- c) WCLL provision is responsive, accessible and flexible in meeting diverse learner needs.
- d) There is disabled access, advice and support in respect of childcare, and provision for meeting religious and dietary needs
- e) There are positive action measures in place to address any issues of staff and/or learner under-representation.
- f) There is a programme of effective support measures for both learners and staff which promotes a culture of inclusiveness and reinforces positive values and codes of behaviour consistent with a policy of non-tolerance of all forms of discrimination.

## 6 | Responsibilities of all learners

All Learners have a responsible role to play in supporting WCLL in delivering this Equality, Diversity and Inclusion Policy. WCLL requires all Learners to:

- a) Conduct themselves at all times in a way that shows consideration for all members of the WCLL community and is not detrimental our reputation.
- b) Observe all WCLL regulations and Code of conduct.
- c) Show respect for WCLL premises, environment and encourage others to do the same



# 7 | Complaints Procedure

All individuals who believe they have been discriminated against, harassed or victimised have the right to make an informal or formal complaint.

All complaints will be dealt with fairly and following the process documented in WCLL Complaints Policy

**Please contact:**



**Santino Fragola**  
(Head of Lifelong Learning & Deputy Designated Safeguarding Lead)  
Mobile number: 07767 256832  
santino.fragola@richmondandwandsworth.gov.uk



**Joss New**  
(Deputy Head of Lifelong Learning & Designated Safeguarding Lead)  
Mobile number: 07867 151502  
joss.new@richmondandwandsworth.gov.uk



**Paul Brimecome**  
(Quality Assurance Manager & Deputy Designated Safeguarding Lead)  
Mobile number: 07989 223060  
paul.brimecome@richmondandwandsworth.gov.uk



**Phil Michael**  
(Community Learning Manager & Deputy Designated Safeguarding Lead)  
Mobile number: 07824 133370  
phil.michael@richmondandwandsworth.gov.uk

## 8 | Procedure for reporting E&D issues - tutors

