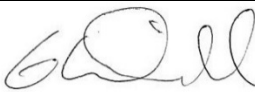


Policy/procedure	Equality & Diversity Policy
Senior Manager Responsible	Gary Wiswell 
Author	Gary Wiswell
Approved by	SMT
Date approved	17/12/24
Next review date	17/12/25
Changes made	<p>Update legislative references to consolidate outdated laws into the Equality Act 2010 and GDPR 2018.</p> <p>Explicitly list the nine protected characteristics to ensure clarity and legal alignment.</p> <p>Strengthen data monitoring processes to ensure compliance with GDPR.</p> <p>Include provisions for reasonable adjustments for disabilities and neurodiverse individuals.</p> <p>Introduce Equality Impact Assessments (EIAs) to promote proactive equality practices.</p> <p>Enhance the curriculum to challenge stereotypes and promote diversity.</p> <p>Add stronger anti-harassment measures to align with legal protections.</p>

Statement

FLM Training Limited recognises and accepts the legal responsibilities laid down in current legislation, such as:

- The Equality Act 2010
- Human Rights Act 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Special Educational Needs and Disability Act 2001
- Public Sector Equality Duty (PSED)
- The Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Human Rights Act 1998
- The Learning and Skills Act 2000

We:

- Celebrate the diverse nature of our society;
- Are committed to ensuring equality in all areas of our practice;
- Are determined to tackle discrimination in all its forms.

We are opposed to all forms of discrimination, including those forms directed against individuals and groups on the grounds of their colour, racial group, ethnic, cultural or national origins, gender, age, social class, religious beliefs and sexuality.

In order to realise our commitment to equality, we will take all steps necessary to:

- Promote equality of opportunity;
- Promote good relations between persons of different racial groups and status;
- Eliminate unlawful forms of discriminatory practice.
- Ensure engagement from all stakeholders, including board, staff, employers and learners
- Ensure Equality & Diversity is considered when recruiting new members of staff so we have a diverse workforce.

Responsibility

Under the terms of this policy, the Directors have the day-to-day responsibility for the management of the policy to:

- Ensure the effective implementation of the policy;
- Communicate the policy and its implications to staff, learners and other stakeholders;
- Organise the delivery of relevant training for staff;
- Monitor the operation of the policy;
- Take any remedial actions as required.

Some staff may, from time to time, be given specific responsibilities for the implementation of aspects of the policy, such as:

- The investigation of reported incidents of racism or racial harassment;
- Equality and diversity objectives;
- Timescale for implementing each objectives;
- Success criteria;
- Resources available;
- Monitoring and review arrangements.

General Principles

This policy covers all aspects of the work of the FLM Training Limited, including:

Staff

Recruitment and selection of staff;

Pay;

Training and professional development;

Performance management;

Consultation and involvement;

Learners

Admissions and attendance;

Teaching, learning and curriculum matters;

Progress, attainment and assessment;

Personal development and pastoral care;

Behaviour, discipline and exclusions

Other Stakeholders

Governing body matters;

Carers consultation and involvement;

Collaboration with external bodies;

Contracting arrangements

Commitment

We will ensure that no individual or group is discriminated against on the basis of the nine protected characteristics:

- Age
- [Disability](#)
- Gender reassignment
- Marriage and civil partnership
- [Pregnancy](#) and maternity
- Race (including nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We are totally opposed to any form of discrimination and will take appropriate action against any individual group or organisation who we consider have breached this policy.

The service and facilities that we provide will encompass the individual needs of our service users. We will promote the importance of recognising and supporting equality and diversity.

A primary objective will be to ensure that our assessment procedures are appropriate and designed to accurately reflect the needs of both staff and learners.

Actions

FLM Training Limited will ensure that curriculum design and delivery is in keeping with individual educational needs:

- We will establish support systems in keeping with the needs of both individuals and groups.
- We will offer flexibility in terms of modes of attendance.
- We will work towards identifying and eliminating barriers to access. (Physical, Environmental and Curricular)
- We will ensure that staff are informed and updated on Local and National Statistics relating to 'protected characteristics', and wherever possible will actively promote its services to underrepresented individuals and groups.
- We will ensure compliance with the Equality Act 2010 by making reasonable adjustments for individuals with disabilities, neurodiversity, or learning needs. This includes ensuring accessibility in physical environments, learning materials, and digital platforms.

Curriculum

Our curriculum will be designed to support and promote inclusive learning as outlined in the Widening participation policy.

Participation Policy:

- We will promote planning, teaching and learning styles and resources that encompass the concept of equality.
- Learning materials will be free from any form of discriminatory assumptions, images and languages.
- We will provide opportunity for learners to achieve mutually agreed goals and wherever possible adapt the learning environment in order to maximise the learner's potential.
- We will undertake appropriate assessments of the learner's current abilities and needs and provide them with continuous support required to achieve their stated goals.
- Our curriculum will be designed to support and promote a culture of inclusive learning. All staff involved or associated with a learner's programme of learning, in whatever capacity, will have a clearly understood and shared investment in making it a success.
- As appropriate we will work closely in partnership with other educational providers and relevant agencies in order to share data and identify which groups are under-represented in our local communities.
- We will construct individual learning programmes, which provide learners with the right combination of challenge, support and opportunities for success.
- The service and facilities that we provide will encompass the individual needs of all of our service users. We will promote the importance of addressing and supporting diversity through encouragement.
- Learning materials and curriculum design will be reviewed regularly to ensure they reflect diversity, challenge stereotypes, and promote inclusion. Resources will be free from bias and include positive representations of different protected groups

Evaluation Process

We will undertake regular ethnic group monitoring of learners and staff for the purpose of evaluating the impact of the Equality and Diversity Policy.

We recognise the complex and sensitive nature of ethnic group data and respect the rights of individuals to define their own ethnic group and to choose whether to disclose information about their ethnic group. We will also ensure that information about an individual's ethnic group is treated in confidence and strictly for the purpose of monitoring the operation and impact.

Ethnic group information will be recorded on the basis of each individual's self-identification. Such information will be treated as sensitive and confidential, its collection and use will comply with the provisions of the Data Protection Act 1998. We recognise that some individuals may be reluctant to record their ethnic group and others may refuse to do so. No attempt will be made to encourage individuals to provide this data.

Equality Impact Measures

FLM Training Limited will conduct Equality Impact Measures for all new policies, procedures, and curriculum changes to identify and mitigate any potential adverse impacts on protected groups. The results of EIAs will be monitored and reviewed regularly.

Company Commitment

Breaches of the policy will be dealt with in accordance with the disciplinary provisions set out in the relevant policy. We do not accept or condone discrimination of any nature, either direct or indirect. No forms of discriminations will be tolerated; any incident of discrimination will be investigated and dealt with fairly and reliably.

Disciplinary Procedure

All staff are responsible for ensuring that incidents of discriminatory behaviour are recorded and referred to the relevant Director.

After thorough investigation should an individual or group be found to have contravened FLM Training's Equality and Diversity Policy they will be subject to the appropriate sanctions or disciplinary action depending on their stake holding.

Any form of harassment, victimisation, or discriminatory behavior towards staff, learners, or stakeholders will be investigated promptly and addressed in line with our disciplinary policy. This includes harassment related to any of the protected characteristics under the Equality Act 2010.

Groups and individuals found to have contravened FLM Trainings Equality & Diversity Policy do have the right to appeal against any decisions made. In doing this they should write a formal email or letter to the FLM Directors at:

gary.wiswell@flmtraining.co.uk or dave.floyd@flmtraining.co.uk

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