



Equality and Diversity (E&D) policy

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Aim:

Paragon Training Academy Ltd is committed to ensuring the promotion of equality of opportunity for all members of our community. We seek to create a climate where all forms of discriminatory behaviour are challenged, diversity is celebrated and a culture is generated in which all staff and learners are encouraged to flourish and achieve their full potential.

Paragon Training Academy Ltd is keen to advance equality of opportunity for all and ensure that it underpins all policies, valuing all members of the **Paragon Training Academy** community equally. **Paragon Training Academy Ltd** aims to foster good relations between all members of its community and in particular, between people who share a protected characteristic and those who do not. These are listed as: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Equality and diversity issues are considered as an integral part of managing and operating our business to ensure that the decisions taken and the services provided act to further our Equality Objectives.

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1. Introduction

Paragon Training Academy Ltd is committed to providing equal opportunities in employment and learning.

Paragon Training Academy Ltd is opposed to all forms of discrimination inline with the Public Sector Equality Duty 2011 and as defined by the Equality Act 2010, whether direct, perceived, indirect or by association.

Paragon Training Academy Ltd seeks to ensure that no individual or group, because of their protected characteristic, faces discrimination, harassment or victimisation. Protected characteristics refer to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is also unlawful for employers to ask health-related questions prior to a job offer, unless the questions are specifically related to an intrinsic function of the work.

Paragon Training Academy Ltd abides by the current equality legislation and ensures that all subsequent legislative changes are fully utilised to update this policy accordingly to ensure that our practices are lawful. Compliance with this policy also ensures that no member of the Paragon Training Academy Ltd team or associates commits unlawful acts of discrimination.

2. Scope of the policy

The policy is applicable to all learners, staff, board of directors, members, contractors, parents, applicants and other visitors or users of Paragon Training Academy Ltd facilities. We also expect our partner employers and work placement providers to demonstrate commitment to this policy.

3. E&D and our core values

Promoting, celebrating and valuing diversity and ensuring equality are at the heart of Paragon Training Academy Ltd core values, and will benefit Paragon Training Academy Ltd in all aspects of its performance. These encompass the British values of mutual respect for and tolerance of those with different faiths and beliefs and for those without faith, the rule of law, individual liberty and democracy:

- 3.1 Respect - **Paragon Training Academy Ltd** will undertake to ensure all individuals and groups are treated fairly, courteously and with respect. Beliefs, values and religious views will be respected and tolerance encouraged where individuals or groups may have differences. **Paragon Training Academy Ltd** promotes and raises awareness of respect for the rule of law and for the environment.
- 3.2 Excellence and high aspirations - Paragon Training Academy Ltd will ensure that all members of the community are encouraged, supported and have equal opportunity to achieve their full potential. Pride will be taken in all achievements and celebrated where appropriate.

3.3 Support - All members of Paragon Training Academy Ltdcommunity will be given equal access to support in their work or studies and help to succeed. Paragon Training Academy Ltdwill make all reasonable adjustments to ensure individuals are given assistance and help where appropriate. Paragon Training Academy Ltdwill support its members to develop their self-knowledge, self-esteem and self-confidence.

3.4 Inclusion - Diversity is not only valued by Paragon Training Academy Ltd, but also celebrated and promoted. Paragon Training Academy Ltdwill seek toensure that individuals understand differences in others and that activities and opportunities are adjusted where appropriate to ensure equality of access for all groups. In the spirit of democracy, Paragon Training Academy works in harmony with and seeks opinions from its stakeholders and, where appropriate, acts on that feedback.

3.5 Global citizenship -Paragon Training Academy Ltdcelebrates and promotes understanding of international differences and individual liberty to choose and to hold other faiths and beliefs (except where they are in conflict with our core values), encouraging all members of the Paragon Training Academy Ltdcommunity to develop a better appreciation, tolerance and respect for global issues.

3.6 Integrity - All inappropriate behaviour and actions against the spirit of this policy will be challenged and not tolerated. Members of the Paragon Training Academy community are expected to act with integrity at all times in recognising and respecting individuals' differences.

4. E&D in employment

4.1 Paragon Training Academy Ltdwill avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

4.2 Job descriptions and person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions other than in exceptional circumstances.

4.3 Paragon Training Academy Ltdwill consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering 'flexible working' requests permitted by law and any other request for a variation to standard working practices. Paragon Training Academy Ltdwill comply with its obligations in relation to statutory requests for flexible working and will decline such requests only in accordance with the statutory procedure. Paragon Training Academy Ltdwill also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

4.4 As a minimum, Paragon Training Academy Ltdwill monitor the ethnic, gender and age composition of the existing workforce, learner population and of applicants for jobs, and the number of people with disabilities within these groups. Paragon Training Academy Ltdwill consider and take

any appropriate action to address any issues that may be identified as a result of the monitoring process.

4.5 Paragon Training Academy Ltd will not discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address identified under-representation of any group in particular types and levels of job.

5. Implementation and training

5.1 Paragon Training Academy Ltd trains all staff on equality, diversity and inclusion during initial induction; and regularly reviews and updates policies and procedures, providing refresher CPD for all staff. We also offer free online courses and advice to our external partners, including Apprenticeship employers and work placement providers.

5.2 We obtain commitments from others engaging with Paragon Training Academy Ltd, such as contractors and agencies, that they will comply with the Equality Act 2010.

5.3 Pastoral Mentors deliver equality and diversity training to learners as part of the pastoral programme, in addition to induction and ongoing programme content.

6. Records and monitoring

6.1 The equality and diversity policy is implemented and monitored through the Equality and Diversity Committee.

6.2 Paragon Training Academy Ltd publishes its equality and diversity objectives and Impact Measures (EDIMs) on its website and these are monitored and reported upon through the Equality and Diversity (E&D) Committee.

6.3 The E&D Committee is chaired by the Managing Director

6.4 Equality impact assessments will be conducted at the redraft stage of all updated and new policies by the policy author and will be checked by the Senior Leadership Team when the policy is quality assured. Any actions resulting from impact assessments will be included in the policy where relevant. The equality impact assessment includes all of the protected characteristics.

6.5 Each year there is an equality and diversity report, which is approved by the E&D Committee, SLT and it is published on the Paragon Training Academy Ltd's website.

6.6 Paragon Training Academy Ltd collects, analyses and reports on equality and diversity data. This will include learner attendance, retention, progress and progression rates for different measured groups. This will be supplemented with regular analysis of staffing data such as recruitment, disciplinary or capability proceedings, grievances or staff complaints, requests for flexible working, promotion for staff using a suitable range of diversity characteristics.

6.7 Where possible, Paragon Training Academy Ltd will benchmark by comparing its performance against similar organisations and institutions in our geographical and peer groups.

6.8 Paragon Training Academy Ltd will ensure that all staff are aware that inclusion must always be considered when organising internal and external Paragon Training Academy Ltd events. Where necessary and appropriate, amendments to the organisation of the event will be made in light of this.

7. Breaches of the equality and diversity policy

7.1 Paragon Training Academy Ltd will take very seriously any instances of non-compliance to this equality and diversity policy by staff, learners or other members of the Paragon Training Academy community. All instances will be investigated and appropriate disciplinary action will be taken against the offender(s).

7.2 Employees should report any bullying or harassment to their **line manager, Human Resources and/or the CEO/MD**, who will take appropriate action.

7.3 Learners should report any bullying or harassment to their pastoral mentor, a member of staff in whom they feel they can confide; or a member of the Senior Leadership Team, who will take appropriate action.

8. Access to the equality and diversity policy

8.1 Paragon Training Academy Ltd will seek to ensure that directors, staff, learners and wider members of the Paragon Training Academy community (e.g. work placement providers) are aware of the equality and diversity policy and expectations raised within.

8.2 Paragon Training Academy Ltd's commitment to equality and diversity will be embedded in all internal and external publications and the Paragon Training Academy web site.

8.3 The learner induction programme will emphasise the Paragon Training Academy Ltd's commitment to equality and diversity, highlighting the expectations of learner behaviour, and the direct and indirect consequences of engaging in inappropriate conduct.

8.4 The Paragon Training Academy pastoral programme will further address issues of equality and diversity, celebrating differences and encouraging learners to uphold Paragon Training Academy Ltd's core values.

8.5 All Apprenticeship and/or work placement providers will agree to abide by the Equality Act 2010 and to supporting learners with additional needs, as part of their agreement/commitment statement.

8.6 All new staff will be given appropriate equality and diversity staff development as part of their programme of induction, and existing staff will receive staff development updates on equality and diversity issues where appropriate.

9. Summary of expectations:

9.1 Learners will be expected to:

- uphold the core values of the Paragon Training Academy Ltd at all times
- not engage in or accept any bullying or harassment
- respect, recognise and acknowledge varying needs of all members of the Paragon Training Academy community
- be prepared to challenge and report inappropriate behaviour
- act with due consideration and respect towards all members of the Paragon Training Academy community at all times.
- treat all staff, fellow learners and visitors with courtesy and respect at all times, and without discrimination.

9.2 Learners can expect from Paragon Training Academy Ltd:

- inclusive learning practices, which acknowledge differences in learners' learning styles and abilities
- learning materials free from bias, which celebrate diversity and challenge stereotyping
- all instances of bullying, harassment or discrimination to be taken seriously and fully investigated, with appropriate action taken.
- to be treated with respect and courtesy at all times.
- a learning environment where differences are not only respected but are celebrated
- equality of opportunity to participate in Paragon Training Academy organised events, where appropriate
- reasonable adjustments and support in helping you meet your learning aims

9.3 Paragon Training Academy Ltd staff will be expected to:

- uphold our core values at all times
- challenge and report all instances of bullying, harassment and discrimination in the Paragon Training Academy community.
- lead by example in demonstrating understanding of, and respect for differences in diversity groups
- be courteous, respectful and treat without discrimination all members of the Paragon Training Academy community
- contribute to the development of a learning environment free from discrimination, victimisation harassment
- abide by the "widening participation" guidelines (see appendix 2)

9.4 Staff can expect from Paragon Training Academy Ltd

- all employees to have equal chances of staff development, career development and promotion opportunities
- appropriate induction training and subsequent staff development on equality and diversity issues where appropriate
- inappropriate behaviour from any member of the Paragon Training Academy Ltd community to be challenged, with appropriate disciplinary action taken
- to be treated fairly at all times, in an environment which respects individual differences and challenges discrimination
- all staff members to take responsibility for promoting a fair, inclusive and supportive environment, where discriminatory practices are challenged.

9.5 All visitors and external partners (including Apprenticeship employers and work placement providers) will be expected to and agree to:

- uphold our core values at all times
- challenge and report all instances of bullying, harassment and discrimination in the Paragon Training Academy community.
- lead by example in demonstrating understanding of, and respect for differences in diverse protected groups
- be courteous, respectful and treat without discrimination all members of the Paragon Training Academy community.
- contribute to the development of a learning environment free from discrimination, victimisation harassment

10. Review

The content and operation of this policy will be reviewed every year by the E&D Committee and signed off by the Managing Director.

11. Linked policies:

- Recruitment and selection policy
- Admissions and marketing policy
- Managing learners policy
- Code of conduct (staff)
- Social media policy
- Safeguarding and child protection policy
- Work placement policy and procedures
- Educational visits policy
- Prevent Duty Action Plan
- Whistleblowing policy
- Staff disciplinary policy
- Anti-bullying policy (learners)
- Grievance policy
- E-safety policy (including IT Acceptable Use)
- Expects document (for learners and parents)
- SEND policy
- Data protection policy
- Prevent Policy

12. Legislation and guidance:

- **The Equality Act 2010**

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

<https://www.gov.uk/guidance/equality-act-2010-guidance>

- **The Equality Duty 2011**

<https://www.gov.uk/guidance/equality-act-2010-guidance#public-sector-equality-duty>

- **The Gender Recognition Act 2004**

<http://www.legislation.gov.uk/ukpga/2004/7/contents>