



Westwood Training and Consultancy

Equality, inclusion and valuing diversity policy

Purpose

To ensure that our service is fully inclusive in meeting the needs of all students, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability.

WTC is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity.

Statement of intent

Equality of opportunity is a key and integral part of WTC vision. The centre aims to be a truly open, accessible and diverse organisation and is committed to the principle of equal opportunities in employment and education regardless of a person's gender, race, sexual orientation, age, disability or religious belief, or any other specific factors that results in discrimination.

To achieve this, we need to ensure that our policies provide access for everyone and do not place any unnecessary barriers to entry.

WTC strives to be an equal opportunities provider. Every WTC manager, employee and learner has personal responsibility for the implementation of this policy.

Scope

This policy statement covers all learners, staff, sub-contractors, volunteers, employers, partners and learners of the Centre. It also includes visitors, contractors and suppliers.

Aims

WTC aims to:

- Carry out regular equality impact checks annually.
- Provide a secure and accessible environment in which all our learners can flourish and in which all contributions are considered and valued
- Include and value the contribution of all learners and staff to our understanding of equality and diversity



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- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity

Method

In order to meet our legal duties, promote equality and inclusion in our setting and value diversity we follow these procedures:

Admissions

- Our centre is open to all members of the community.
- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We can provide information in different languages.
- We ensure that all learners are made aware of our equality and diversity policy and all other relevant policies.
- We do not discriminate against learners, or prevent entry to our centre, on the basis of colour, ethnicity, religion or social background, such as being a member of a Travelling community or an asylum seeker.
- We do not discriminate against a student with disability or refuse a student entry to our centre for reasons relating to disability.
- We take action against any discriminatory behaviour by staff or learners. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Staff

- WTC is committed to incorporating specific and appropriate duties in respect to the implementation of the Equal Opportunities and Diversity Policy into job descriptions and work objectives for all staff.
- WTC will provide equality training and guidance as appropriate to our staff.

Associated Policies and Procedures:

- Staffing and Employment Policy
- Equal opportunities and diversity policy
- Health and safety policy
- Learner recruitment policy
- Staff recruitment policy
- Data Protection Policy



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- Complaints Policy

The legal framework for this policy is:

WTC is committed to complying with and reflecting all current and relevant legislation and, which at the time of writing includes, but is not limited to the Equality Act 2010 and Northern Ireland Equality Law.

- Disability Discrimination Act (DDA) 1995, 2005
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1976, 1986
- Special Educational Needs and Disability Act 2001

Review

The Head of Centre (WTC) will review relevant performance indicators where the relevant data has been provided by staff/learners.

WTC will review the effectiveness of procedures so that staff and learners feel confident to raise issues of concern about equal opportunities, and to make complaints about discrimination, harassment or bullying.

WTC will monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote equal opportunities.

All staff within WTC are responsible for ensuring that effective monitoring and review systems are in place.

The policy will be reviewed in September 2025

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.