EQUALITY, DIVERSTY AND INCLUSION POLICY

SCOPE AND PURPOSE

1. Sheldrake Training Limited recognises and encourages the valuable and enriching contribution of all who work and learn with us, and the rights of all individuals who come into contact with us, such as learners, employees, visitors, and other stakeholders. We recognise that all have a right to equality of opportunity, and we are particularly mindful, of the nine protected characteristics identified by the Equality Act 2010:

a. Race

b. Disability

c. Sex

d. Age

e. Sexual orientation

f. Religion and belief

g. Gender re-assignment

h. Pregnancy/maternity

i. Marriage/civil partnership

2. We are committed to eliminating discrimination, harassment, and victimisation, advancing equality of opportunity between people who share a protected characteristic, and those who do not, and fostering good relations between all who work or learn with Sheldrake Training Limited. All learners, employees and stakeholders will be made aware of Sheldrake Training Limited Equality, Diversity and Inclusion Policy, through the website, VLE, handbooks, learner guides, induction programmes and visitor arrangements.

PRINCIPLES

3. Sheldrake Training Limited Equality, Diversity and Inclusion Policy is underpinned by principles to which all learners, employees and stakeholders should adhere:

a. The creation and maintenance of an environment in which individual difference and the contributions of all employees and learners are recognised and valued.

b. That successful implementation of the Equality, Diversity and Inclusion Policy is the responsibility of all employees, learners and stakeholders.

c. All learners, employees and other stakeholders will be treated with fairness, respect and sensitivity.

d. The creation and maintenance of a working and learning environment where all will have the opportunity to fully participate in order to achieve their full potential in a climate free from discrimination, bullying or harassment.

e. Training, development and progression opportunities are available to all learners and employees.

f. There is no discrimination when carrying out recruitment, pay, discipline and selection for redundancy.

g. We will regularly review our employment practices and procedures to ensure fairness.

4. Sheldrake Training Limited, Behaviours and Values will embed equality, diversity and inclusion in their implementation. Our core values define us as an organisation and we hold true to those values in everything we do, whether it is for our learners, our employees or our stakeholders. We embed the Sheldrake Training Limited values in our everyday working lives to support delivery of our vision and objectives:

a. We show respect to our learners, stakeholders and employees.

b. We communicate and share information effectively with our learners, stakeholders and employees.

c. We believe that it is important to be transparent and honest in our dealings with each other, with learners and with stakeholders.

d. We aspire to be an outstanding training provider and employer and this requires trust, teamwork and commitment.

e. We believe we can achieve ambitious results by working together, with partners and by readily adapting to an environment that is constantly changing.

f. We believe in equality of opportunity for our employees and our learners.

5. Sheldrake Training Limited actively promotes ED&I through British Values, in tutorial and classroom delivery using the key themes of, democracy, the Rule of Law, individual liberty, respect and tolerance. British Values are further covered in the Sheldrake Training Limited Prevent Policy.

6. This policy will be monitored and reviewed annually under direction of the Chief Executive Officer. All employees will be required to attend development opportunities to ensure that they are aware of and adhere to the Sheldrake Training Limited Equality, Diversity, and Inclusion Policy.

ACCOUNTABILITY

7. All employees, learners, contractors, and visitors to Sheldrake Training Limited, are to be made aware of this policy. Where employees or learners are working at premises other than the Sheldrake Training Limited head office location, they will still be subject to this policy. The policy covers behaviour whilst using the VLE, by email and social media. Breaches of this policy will be taken seriously and may lead to disciplinary proceedings.

8. Sheldrake Training Limited promotes good practice in equality, diversity and inclusion through all modes of learning; in the classroom and in the workplace; all assessment, through progress reviews, assessment meetings with learners and employees/workplace supervisors and in formal classroom lessons. Sheldrake Training Limited employees will work alongside partner employers to improve equality, diversity and inclusion in the workplace and to eliminate discrimination.

9. Specific accountability is laid out as follows:

a. Board Members:

(1) Take ownership of Sheldrake Training Limited responsibilities as outlined in this policy and equality legislation.

(2) Review equality, diversity and inclusion information and consider this with regards to setting targets.

b. Senior Leadership Team (SLT). The SLT is responsible for ensuring that:

(1) Sheldrake Training Limited Strategic Plan encompasses our commitment to equality, diversity and inclusion and action plans actually deliver change where necessary.

(2) The quality improvement plan has equality at its core.

(3) Sheldrake Training Limited recruits and retains an inclusive and diverse workforce which is appropriately developed to ensure each individual has the opportunity to achieve their full potential.

c. Management Team (MT). The MT will ensure that:

(1) They promote this policy amongst employees and ensure compliance.

(2) Actions within their departments contribute towards Sheldrake Training Limited meeting its duties.

(3) All programmes of learning offered, will be regularly reviewed through the SAR/QIP and curriculum planning processes. They will examine how far they meet the needs of all learners with particular reference to equality of opportunity.

(4) Learner participation, attendance and success is monitored throughout the year and early remedial action is taken as necessary.

(5) They take appropriate action where necessary to assist minority or under-represented groups to increase participation, retention and achievement tailored to any patterns seen within programme areas.

(6) Teaching observation reports include an evaluation of how successfully diversity and inclusion is embedded and advanced.

(7) Internal verification procedures include scrutiny of diversity and inclusion.

(8) Schemes of work, lesson content and teaching resources of employees within their areas are reviewed against the commitments within this policy and take action to make improvements or adjustments accordingly.

(9) Corporate Services analyses their service and resources against the commitments within this policy and take action to make improvements or adjustments accordingly.

(10) All EPA modules are written taking full account of the requirements of this policy

d. Employees. All employees are responsible for ensuring that:

(1) They are aware of this policy and their duties in relation to all of the protected characteristics and Sheldrake Training Limited's duties under the Equality Act.

(2) They demonstrate sensitivity to issues of diversity and that they attend and complete training to help their understanding of the issues in this area.

(3) Whatever their role, they challenge, within their ability, inappropriate behaviour of any person where it might occur within Sheldrake Training Limited or during its activities.

(4) Visitors and contractors are made aware of and comply with the policy.

(5) They conduct themselves throughout their employment in a way that positively supports this policy and protects Sheldrake Training Limited reputation.

(6) Learners have the opportunity to comment on equality, diversity and inclusion issues.

e. Learners. Learners demonstrate responsibility by:

(1) Attending induction and other activities to expand their knowledge of equality, diversity, and inclusion.

(2) Ensuring their work reflects sensitivity to issues of equality, diversity and inclusion and does not include any discriminatory content.

(3) Not using any Sheldrake Training Limited equipment or resources to produce or research materials in such a way that could be considered discriminatory or in opposition to the commitments within this policy.

(4) Referring cases of inappropriate behaviours by any employees, visitors or fellow learners to a member of staff, acting as good role models to peers and challenging inappropriate behaviours where they are confident in so doing.

MONITORING

10. The effectiveness of the Equality, Diversity and Inclusion Policy in ensuring we are meeting our commitments, will be monitored through the regular collection and analysis of data that should be as unobtrusive to individuals as possible.

11. Monitoring of the implementation and effectiveness of the Equality, Diversity and Inclusion Policy will be the overall responsibility of the Senior Leadership Team and will be undertaken during

the Annual Performance Review process. Outcomes from analysis of information collated will inform self-assessment processes and improvement plans. The quality of the promotion of equality, diversity and inclusion will be assessed through self-assessment reports, internal and external verification and observation of teaching and learning. Monitoring of employees' training and issues will be the responsibility of the HR Advisor who will report to SLT on a quarterly basis.

12. All employees are responsible for monitoring the day to day implementation of this Equality, Diversity and Inclusion Policy. Any issues, concerns or events should be dealt with immediately and reported to the member of staff responsible for Equality, Diversity and Inclusion.

STAKEHOLDERS

13. Active advancement through publicity and marketing. The image Sheldrake Training Limited projects of itself in its promotional materials, advertising and public relations activity sends messages about our approach to equality, diversity and inclusion. Sheldrake Training Limited publicity will be regularly reviewed to ensure that:

a. It is non-discriminatory to any group or individual.

b. It is provided in hard copy and electronic forms to ensure that information is widely available and accessible by individuals with a range of needs.

c. It gives a positive image of an environment which welcomes all for education and training.

d. Where groups might be under-represented enrolments from learners of disadvantaged/under-represented groups are actively encouraged and supported.

e. Every effort will be made to ensure that appropriate publicity reaches all groups, enabling the widest possible recruitment.

14. Access to the curriculum. All learner resources, materials and activities must be inclusive for all groups in the following ways:

a. Course programmes, syllabi and resources are regularly examined to ensure they do not discriminate, directly or indirectly, against any group.

b. All resources, include positive acknowledgement of the contributions made to society by a diversity of cultures.

c. After due process of assessment of need, learning support is made available to all learners requiring it.

d. Assistive technologies will continue to be developed to enhance the participation of learners with disabilities and impairments in their use of the learning opportunities.

e. Procedures as well as accreditation and assessment will, wherever practicable, be flexible and responsive to the needs of the whole range of learners.

f. Sheldrake Training Limited supports the entitlement to information, guidance and wellbeing, which will enable individuals to manage their personal development.

g. By adapting and modifying the environment and facilities as much as is possible, we will strive to make all learners feel welcome.

h. Offensive material of a discriminatory nature will not be displayed in any part of Sheldrake Training Limited.

15. Learner complaints. Sheldrake Training Limited Complaints Policy is available for all learners to report any concerns. The complaints will be documented and the complainant will receive a response in accordance with the Complaints Policy. Any complaints relating to equality, diversity and inclusion are monitored separately and referred to the equality, diversity and inclusion representative for consideration.

EMPLOYEES

16. Recruiting. Equal opportunity is about good employment practices and enabling an efficient contribution by our employees. As an equal opportunity employer Sheldrake Training Limited recruits based on skills and behaviours but also according to our Safer Recruiting Policy. We pursue non-discriminatory practices relating to pay and conditions and all employment policies and procedures are developed and reviewed within the context of the Equality, Diversity and Inclusion Policy. Employees have access to induction, regular performance development reviews, training and development reviews and appropriate development opportunities in equality, diversity and inclusion. We will actively monitor our performance to ensure we are meeting our commitments.

17. Complaints. Any employee may use the grievance procedure to complain about discriminatory conduct. Sheldrake Training Limited wishes to ensure that employees feel able to raise such grievances and no individual will be penalised for raising such a grievance, unless it is untrue and made in bad faith.

18. Disciplinary procedures. Any employee who harasses any other employee on the grounds of any of the protected characteristics will be subject to the Disciplinary Procedure. In serious cases such behaviour will be deemed to constitute gross misconduct and as such could result in summary dismissal.

19. Support. We will provide reasonable adjustments for any employees who are or who become disabled. We will embed equality, diversity and inclusion throughout workforce practice, in teaching and learning and thereby provide a high-quality service for all.

ASSOCIATED DOCUMENTS

20. All employment policies and arrangements have a bearing on equality of opportunity. Sheldrake Training Limited policies will be reviewed regularly to ensure they do not contain any discriminatory elements. This Equality, Diversity and Inclusion Policy is supplemented by complementary provisions in the following publications:

a. Information, Advice & Guidance Policy.

b. Quality Manual.

c. Employee Handbook which includes:

(1) Safer Recruitment Policy.

(2) Employee Disciplinary Policy.

(3) Employee Grievance Policy.

(4) Safeguarding Policy.

(5) Complaints Policy.

(6) Learner Code of Conduct and Disciplinary Procedure.

(7) The Sheldrake Prevent Strategy.

IMPLEMENTATION

The Board of Directors carries the ultimate responsibility, under the law, for ensuring that Sheldrake Training Limited meets the requirements of equality legislation. The authority for this is delegated to the MD who in turn has designated the Chief Executive Officer to take the strategic lead for championing equality, diversity and inclusion. This role is shared, as an employer, with HR. However, all employees have responsibility to uphold the policy, comply with the law and support Sheldrake Training Limited in fulfilling its duties and commitments.

Version Control	
Policy Title:	Equality, Diversity and Inclusion Statement and Policy
Version Number:	Ver 2.1
Originator:	HR Manager
Approved by:	Training Director
Date Approved:	09 May 2025
Review Interval:	Annually or when regulatory changes
Review Date:	June 2026