

# Equality & Diversity Policy and Implementation Plan

## Careers Clusters – Croydon & Hillingdon

<b>Maintenance Policy Owner</b>	Careers SLT
<b>Review</b>	Annual
<b>Next review</b>	May 2021

## Introduction

Education Development Trust is committed to encouraging, valuing and managing diversity in all its activities, as we believe this to be ethically right and socially responsible, as well as making sound business sense. We are committed to providing equality of opportunity for all and aim to provide a working environment and culture which recognises and values differences and supports employees to reach their full potential. We will take positive action, where necessary, to encourage a more diverse workforce which reflects the society within which we operate.

The Careers Clusters in Croydon and Hillingdon aim to provide a workplace and a programme of activities and support, free of discrimination and harassment by proactively tackling and eliminating discrimination to ensure that no individual or group is discriminated against for any reason. This policy is aligned with Education Development Trust's corporate Equality and Diversity Policy and associated policies, and as such reflects our corporate commitment to comply with relevant legislation and codes of practice to ensure the fair treatment of all individuals throughout the project life cycle, and ensure all staff understand their responsibility to be proactive in their approach to equality and diversity, and in tackling unlawful discrimination.

## Policy Statement

Through Careers Clusters in Croydon and Hillingdon, Education Development Trust is committed to:

- Creating an environment in which individual differences and the contribution of all our staff and all project participants are recognised and valued.
- Seeking to ensure that both Careers Clusters are relevant and accessible to all within the cluster, and that they meet the changing needs of schools, employers, participants and stakeholders.
- Attracting, recruiting, retaining and developing the very best talented people from all sections of the community to contribute at every level.
- Recognising that people from different backgrounds, cultures, skills and experiences can bring new ideas and perceptions that will help increase organisational efficiency and improve our services.
- Creating an environment that upholds the right of everyone to be treated with respect and dignity.
- Creating an environment where intimidation, bullying or harassment are not tolerated and where any breaches will be regarded as misconduct and could lead to disciplinary proceedings.
- Ensuring that no-one involved with the Careers Clusters project will receive less favourable treatment because of their age, gender, ethnic origin, colour, nationality, faith, family circumstance, disability, sexual orientation or for any other reason.

- Maintaining an ongoing commitment to Equality & Diversity. To ensure that it is integrated into all policies and practises, training and service delivery.
- Ensuring that all staff involved in the Careers Clusters project have a responsibility to be proactive in promoting diversity and equality and in tackling unlawful discrimination.
- Ensuring equal opportunity for both disabled employees and project participants in relation to career development and advancement, reasonable adjustments to working conditions and place of work, provision of specialist equipment and access to facilities.

## Responsibilities

Senior Managers are responsible for ensuring that:

1. The Careers Clusters in both Croydon and Hillingdon meet the corporate obligations as outlined in Education Development Trust's corporate Equality and Diversity Policy, thereby meeting its legal obligations in respect of legislation
2. Ensuring the policy and its related procedures, mechanisms and strategies are implemented effectively.
3. Providing a consistently high-profile lead on issues covered by the policy.
4. Ensuring all staff are aware of their responsibilities and accountabilities under the policy.
5. Ensuring training is provided for staff as appropriate.
6. Ensuring that appropriate action, under the policy, is taken against anyone who is found to have acted in any way in a discriminatory manner.
7. The policy is regularly reviewed.

The Project Managers in each borough are responsible for:

1. Implementing the policy and any related procedures and strategies.
2. Ensuring that staff are aware of their responsibilities and given appropriate training and support.
3. Taking appropriate action against anyone who discriminates.
4. Ensuring external partners are aware of the policy.
5. Not discriminating if involved in the recruitment, promotion, management, development or termination of staff.
6. Delivering services to meet the needs of our diverse beneficiary group.
7. Ensuring any reasonable adjustments are made where needed.

Employees have responsibility for:

1. Fostering an environment in which compliance within this policy is regarded as integral to their work.
2. Striving to create an environment in which individual goals may be pursued

without fear or intimidation.

3. Being proactive in their approach to discrimination within the workplace and to respond to situations appropriately to ensure that the Careers Clusters Equality and Diversity Policy is put into practice, by not discriminating or inducing others to discriminate.
4. Not victimising any person who has complained, including complaints of harassment or unfair discrimination, or who has given information in connection with such a complaint.
5. Ensuring that all project participants are treated fairly and in line with the principles outlined in this policy.

## Implementation

Appropriate training and support for employees will be provided where necessary to ensure successful implementation of this policy; including raising awareness of equality and diversity issues, and ensuring staff have a clear understanding of our commitment to equality and diversity and their responsibilities towards this.

The Careers Clusters aim to achieve its Equality and Diversity Policy through an associated Implementation Plan, which is the overall responsibility of each Cluster Manager. The Plan will be monitored on a quarterly basis by our Business Improvement Team, who will escalate any identified issues or under-performance against targets to the Careers and Employability Senior Leadership Team.

## Reference Material

Please refer to the following Education Development Trust policies:

- Equality & Diversity Policy
- Equality & Diversity Code of Conduct
- Grievance Procedure
- Disciplinary Procedure
- Harassment and Bullying Policy
- Whistleblowing Policy

In addition, there are several pieces of legislation which combat discrimination and promote equal opportunities and diversity:

- Equality Act 2010
- Employment Rights Act 1996
- Employment Act 2002
- Work and Families Act 2006

## Complaints

Any complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure.

The HR Operations Team are available for confidential consultation on any issues that concerns any individual member of staff relating to discrimination, bullying,

harassment and victimisation and can be contacted on 0118 902 1928.

## Support

Support can be provided by our Employee Assistance Programme, Insight Healthcare. They provide 24/7 access to a confidential counselling and advice helpline to all employees.

The confidential 24-hour helpline number is **0800 027 7844**.

Insight Healthcare also have an employee portal this can be accessed using the details below:

url: [www.insightwellbeingatwork.org/employee-portal](http://www.insightwellbeingatwork.org/employee-portal)

Username: [insighthealthcare@educationdevelopmenttrust.com](mailto:insighthealthcare@educationdevelopmenttrust.com)

Password: insight-healthcare

## Monitoring and Review Process

The policy and implementation plan will be reviewed regularly to ensure it continues to meet the growing needs of the business and the diverse culture in which we operate. All HR policies and processes will be reviewed regularly to ensure they do not intentionally or inadvertently discriminate against, disadvantage or exclude any group(s) of people or individuals.

We are committed to monitoring our staff profile to evaluate the effectiveness of this policy and to highlight areas to address. Where appropriate, personal data will be gathered using questionnaires from both prospective and current employees. The data may be analysed to provide a benchmark to evaluate our effectiveness against other third sector organisations and in relation to the communities within which we operate. Data will be shared with, and reviewed by, the senior managers on a quarterly basis. Data will be stored and processed in line with our obligations under the General Data Protection Regulation (GDPR) (EU).

Coordinated monitoring will be the responsibility of the Careers and Employability Business Improvement Team, who will undertake quarterly audits of the Equality and Diversity Implementation Plan as part of their quality assurance remit.

The Careers and Employability Senior Leadership Team have a remit to ensure that the review of this Policy and its associated Implementation Plan informs the review of Education Development Trust's Equality and Diversity Policy by Education Development Trust's Executive Management Team.

## Roles and Responsibilities

The responsibility for the overall development and application of the Careers Clusters Equality & Diversity Policy is the Careers Cluster Project Manager in each borough. Annual review of the Policy will be undertaken by the Cluster Managers and the IAG Commercial Manager.

## Careers Cluster Croydon and Hillingdon - Equality and Diversity Implementation Plan

Theme	Activity Description	Activity Owner / Timescale	Indicators	Source of verification	Result / Impact	Measurement Owner / Frequency	Assumptions
<b>Monitoring</b>	Management Information data provided that captures and compares engagement / retention / achievement / sustained achievement / satisfaction levels for each group with a protected characteristic and for all participants, at area and project level	MI Manager  (within 1 month of Project start)	# of MI reports available	Demonstration of real-time data during audit / internal inspection	Team and Cluster Manager given visibility of where effort to address gaps needs to be focussed	Business Improvement Team, quarterly	Only for activities where such data capture is appropriate e.g. work experience placements
<b>Staff Awareness and Compliance</b>	Career Cluster staff training module (Incorporating overview of E&D Policy and Implementation Plan, and their obligations) via EDT's Learning Hub	Training Manager  (within 2 months of Project start)	% of staff completing online course	Staff training records	Staff aware of their E&D responsibilities and Projects goals	Business Improvement Team, quarterly	Course is required component of Induction process for all staff
	Staff receive training on supporting specific groups with protected characteristics, as required	Training Manager	% of staff who have completed training from	Training records	Staff have fuller understanding of the needs of all	Business Improvement Team, quarterly	Career Cluster staff have effective links with specialist

	by local participant demographics	(within 4 months of Project start)	external provider on specific cohort(s)		participants		providers
	Staff receive specific targets relating to E&D through appraisal / performance review process	Cluster Manager  (within 3 months)	% of staff with targets for E&D in appraisal forms / performance action plans (sample)	Staff Appraisal Forms / Performance Action Plans	Staff maintain focus on E&D	Business Improvement Team, quarterly	Actions must be in areas that staff can influence and relate to gaps identified via MI
	Regular updates on progress against plan shared with all project staff and managers	Cluster Manager  (within 3 months of Project start)	# of updates per staff meeting	Meeting minutes	Staff are reminded of E&D goals, and trends / priorities are identified and actioned	Business Improvement Team, quarterly	Effective E&D monitoring takes place  E&D a standing agenda item at Staff meetings
	Equality and Diversity Policy and all associated policies / procedures (including Grievance procedure,	Cluster Manager	% Level of awareness of Strategy / Plan / Achievements	Staff Surveys / visual check of	Staff are reminded and encouraged regarding E&D goals and	Business Improvement Team, quarterly	Project Portal gives full and easy access to all staff of Strategy / Plan /

	Requests for Flexible Working process, Anti-Bullying Policy, Parental Leave Policy), Implementation Plan and updates/achievements made available to all staff and stakeholders	(within 3 months of Project start)		Portal	achievements		Updates
<b>Participant Awareness</b>	All materials and CPD sessions promote equal opportunities and challenge stereotyping	Cluster Manager  (within 2 months of Project start)	Participants involved in non-traditional pilots and placements	Materials, lesson plans	Participants are better informed of pathways and opportunities with reduced gender stereotyping	Business Improvement Team, quarterly	
<b>Organisational Awareness</b>	The wider organisation is regularly informed of Careers Cluster best practice	Cluster Manager  (within 3 months of Project start)	# of pan-organisational E&D meetings	Minutes of meetings	A virtuous circle develops cross-organisation, where programmes and projects share and adopt good practice	Business Improvement Team, quarterly	Education Development Trust's corporate Marketing and Communications department support the effective promotion of Careers Clusters Croydon &



							Hillingdon
	Senior Leadership oversight of Careers Clusters Croydon and Hillingdon E&D Strategy and Implementation Plan	IAG Commercial Manager  (within 3 months of Project start)	# of SLT reviews of Careers Clusters Croydon and Hillingdon E&D strategy / implementation plan	SLT Minutes	Senior leaders promote and support the achievement of Careers Cluster E&D goals, and lead on wider company adoption of best practice	Business Improvement Team, quarterly	Careers Cluster E&D Strategy and Implementation Plan is standing agenda item at SLT meetings on quarterly basis
<b>Gender-specific initiatives</b>	Specialist support available to advise/support female participants where needed	Cluster Manager  (within 3 months of Project start)	% of female participants aware of availability of specialist support	Participant surveys	50% female participants receive the support they need to achieve their career goals	Business Improvement Team, quarterly	Sourcing of available female role models to mentor female participants
	Actively promoting entrepreneurship, self-employment and business start-up with women, and target support for women who are interested in setting up their own businesses	Cluster Manager  (within 3 months)	% of female participants who have been made aware of self-employment options	Participant surveys / Participant MI	More female participants enter the labour market	Business Improvement Team, quarterly	Career Advisers have the skills and resources to effectively promote self-employment

	Using our innovative resources and expertise to challenge occupational gender stereotyping particularly in engineering / manufacturing and digital / ICT	Cluster Manager  (within 3 months)	% of female participants whose awareness of alternative career options has increased	Participant surveys	More female participants enter the labour market	Business Improvement Team, quarterly	Careers Advisers have access to our 'Challenging Occupational Stereotypes' app
<b>Disability-specific initiatives</b>	Participants are provided with up-to-date information about initiatives available to support their progression in work, for example Access to Work and the Work and Health Programme.	Cluster Manager  (within 3 months)	% of relevant participants stating 'Satisfied / Very Satisfied' with information received about initiatives that can support their progression	Participant surveys	More participants with disabilities receive the support they need to achieve their career goals	Business Improvement Team, quarterly	Careers Advisers have access to current information about initiatives at both local and regional level
	Information provided in a range of formats, such as video, whiteboard, online, face to face (one-to-one, group work and careers events), telephone, large print, braille	Cluster Manager  (within 3 months)	% of information provided in multiple formats (sample)	Evidence of multiple formats	More participants with disabilities receive the support they need to achieve their career goals	Business Improvement Team, quarterly	Multiple-format resource policy is successfully implemented for Careers Clusters

