



**Great Leaps Adventure**

**Equal Opportunities Policy**



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## **Policy Statement**

Great Leaps Adventure aims to provide a welcoming environment in which all learners and employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunities to progress.

To this end, Great Leaps Adventure aims to ensure that all actual or potential learners and employees are treated in an equivalent fashion, regardless of: age, disability; family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, and any other irrelevant criteria.

## **Key Principles**

Great Leaps Adventure believes that all forms of prejudice and discrimination are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, Great Leaps Adventure will adapt/develop policies embodying the issues specific to discrimination on the grounds of:

- Age
- Disability
- Gender Reassignment
- Marriage or Civil Partnership
- Pregnancy or Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Great Leaps Adventure will seek to challenge inequality, prejudice and discrimination.

Great Leaps Adventure embraces diversity in all its aspects, and aims to have a workforce, governing body and learner population which reflects, at every level, the community it serves.

Great Leaps Adventure will treat all employees and learners with respect and dignity, and seek to provide a working and learning environment free from harassment, discrimination and victimisation. Great Leaps Adventure will not tolerate any form of discriminatory behaviour against its employees and learners either from other employees, learners, or members of the public and will work to eliminate bullying and harassment in all its forms. Prompt and considerate action will be taken to investigate incidents of bullying and harassment.



In seeking to achieve a balanced workforce and learner population at all levels, Great Leaps Adventure will ensure that no employee, learner, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job or programme of learning. Reasonable adjustments will be made to arrangements and premises to ensure equal access for people with disabilities.

In order to ensure that all staff and learners and potential staff and learners are treated with equality and fairness at all stages of employment and the learning programme, and that their treatment is based solely on objective and job/programme of learning related criteria Great Leaps Adventure will ensure that equality issues are embedded into all its policies and procedures.

Great Leaps Adventure will undertake Equality Impact Assessments on all policies, procedures and systems to ensure they have no detrimental impact on any individual or specific group.

Great Leaps Adventure will seek to actively promote equality and diversity. For learners we will ensure it is adequately covered within our induction process, the group tutorial process and embedded fully into the curriculum.

Great Leaps Adventure will establish links and contacts with local community groups and other relevant organisations, which will include the Black and Minority Ethnic (BME) community sector, working in partnership, where appropriate, to encourage and facilitate access to education, training and employment.

## **Structures**

Projects will have delegated responsibility for equality issues. The designated person will ensure that regular reports are made to the Corporation. The centre coordinator will actively promote Equality and Diversity across Great Leaps Adventure and support teams and individuals.

There will be an Equality and Diversity Team, chaired by the Centre Coordinator with representatives from management, staff, and learners.



The remit of the Equality and Diversity Advisory Group will be to:

- Act as a forum for consultation and feedback on the proposed Great Leaps Adventure Equality and Diversity Schemes, policies, procedures and practices.
- To share experiences and good practices.
- To advise Great Leaps Adventure of clients' needs and requirements in equality and diversity and how the centre could be meeting these.
- To provide updates on specific Equality and Diversity Projects.

### **Monitoring**

Great Leaps Adventure undertakes to conduct comprehensive and effective monitoring of all aspects of staffing and the learner population.

Great Leaps Adventure is committed to the collection of statistics, analysis of data and presentation of data, as well as monitoring on an on-going basis and as policies and practices change. Equality and Diversity will also be monitored as part of the our Course Review and Self-Assessment Review processes.

The main forms of monitoring used by Great Leaps Adventure will be the composition of the existing workforce, governing body and learner population, the recruitment processes, learner retention and achievement with particular reference to ethnicity, age, disability and gender.

Action plans will be drawn up to address any imbalances and in particular to narrow any identified achievement gaps between groups of learners identified as a result of monitoring and reviewing this data.

### **Positive Action**

Great Leaps Adventure undertakes to follow positive action measures allowed by law to rectify disadvantages in employment and learning revealed by monitoring.

### **Training**

Equality and diversity training will be provided to all staff as part of the induction process. Specific training will also be provided for throughout the year on different aspects of equality and diversity as appropriate.



### **Raising Concerns**

If an employee believes they have not been treated fairly within the scope of this policy they may raise the matter through Great Leaps Adventure Dealing with Bullying and Harassment at Work or Grievance Procedures.

Similarly, if a learner believes they have not been treated fairly within the scope of this policy they may raise the matter through Great Leaps Adventure Complaints Procedures.

### **Publicising the Policy**

Great Leaps Adventure commitment to equal opportunities and the Equal Opportunity Policy will be communicated widely to employees, learners, work placement providers and the public at large through:

- Employee and learner induction programmes
- Great Leaps Adventure website
- Through other communication tools

### **Review**

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.