

Policy/Procedure Name:	Equality, Diversity and Inclusion Policy – easier read
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Policy/Procedure Author:	Equality, Diversity and Inclusion Co-ordinator
Policy/Procedure Owner:	Principal/CEO
Management Committee Approved By:	Senior Management Team
Governor Committee (where appropriate) Approved By:	NA
For Action By:	All staff and students
For Information to:	All stakeholders
Approval requested to upload on the Treloar's Website:	Yes ☐ (tick if requested)
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Impact Assessment was carried out by:	Lorna Woodcroft

Equality, Diversity and Inclusion Policy: What do I need to know?

What is in this policy:

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What is the Equality, Diversity and Inclusion Policy about?

This is to make sure that everyone at Treloar's

- is treated fairly.
- is respected.
- works well together.
- celebrates that we are all different.

Equality

Giving everyone the same chances to do what they can.

Some people may need extra help to get the same chances.

Diversity

We are all different. And this is a good thing!

For example, young and old, men and women, different abilities and different religions.

Inclusion

Getting everyone to work well together.

Sometimes people need more support to join in.

What are Treloar's Values?

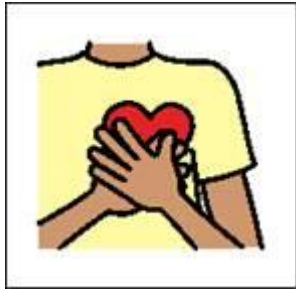
Treloar's has values which are linked to British Values that everyone here is working to achieve. Our values are:

- **We are inclusive**



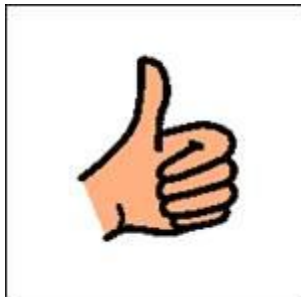
We help everyone join in

- **We act with integrity and respect**



We are friendly and kind

- **We strive for Excellence**



We always try our best

Why do we have an Equality, Diversity and Inclusion Policy?

- Because we think it is important that everyone is treated fairly and is respected.

We also have to follow a law called the Equality Act 2010.

The Equality Act says

- We need to make sure that everyone is treated fairly.
- We should help people to get along well.
- No one should be called names or treated badly.

The Equality Act also says that some groups of people are especially protected by the law.

- This is because they have sometimes been treated unfairly.
- They are called the protected groups.
- There are 9 protected groups. (see next page)



The Protected Groups

1. People of Different Races

This is where people come from or the colour of their skin.

For example, Asian black, white, Chinese or Mixed ethnic background.

2. Disabled People

This can be a physical or mental disability.

For example, a person who is blind or deaf, someone who uses a wheelchair or other support to get around, a person who has difficulty learning, or a someone with depression.

3. Men and Women

Sometimes men or women aren't treated the same.

For example, a woman could be paid less for doing the same work as a man, this would not be okay.

4. Age

People of different ages.

For example, young people or old people.

5. Lesbian, gay and bisexual people

Lesbians are women who are attracted to other women.

Gay men are attracted to other men.

Bisexual people are attracted to both women and men.

6. Gender Reassignment

This is a person who decides to change the sex that they were born with.

For example, someone is born a woman but feels that he is really a man and decides to live as a man.

7. Religion or Belief

This is a person with a religion or belief, or someone without a religion or belief.

For example, Jewish, Muslim, Christian, Hindu. This is also for someone who doesn't follow a religion, for example an Atheist.

8. Pregnancy and Maternity

Pregnant women and women just after they have had a baby.

9. Marriage and Civil Partnership

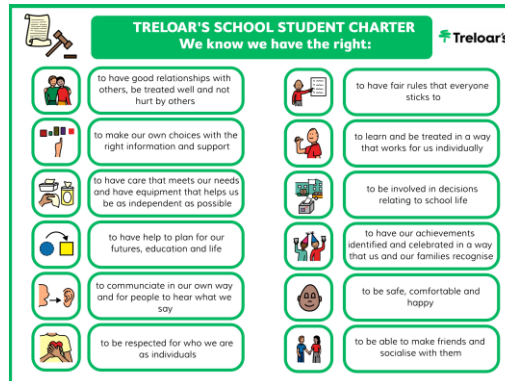
Married people and people in a civil partnership.

A civil partnership is a relationship in the law between two people of the same sex. This gives them the same rights as married people.

There are 9 Protected Groups in the Equality Act

What are my rights?

Student rights are in the Treloar's Charters – School and College



There are three versions of each student charter

Please use the one which you find easy to follow

These are displayed in the classrooms and on the Residential Houses

Staff also have rights.

For example,

- Be treated fairly when they apply for a job at Treloar's.
- Be respected by students and other staff
- Have enough time to do their job well.

**Equality,
Diversity and
Inclusion is
everyone's
responsibility**

What are my responsibilities?

- Treat everyone with respect.
- Tell someone you trust if someone is called names or treated badly; or if something isn't fair.
- Respect our differences (For example: where we come from, what we know, how we look and how we learn).

How do I know that things are fair?

The Equality Act says that we should check that everyone is treated fairly.

For example:

- We ask what people think about Equality, Diversity and Inclusion with surveys.
- We make sure that Equality, Diversity and Inclusion problems are solved.
- We also think about Equality, Diversity and Inclusion before we make any changes.

What do I do if there is a problem?

It is important to tell a staff member that you trust if you have a problem.

For example, if you are treated badly or called names;
or if something isn't fair.

You can find more information about this in the concerns and complaints procedure.

Where can I find more information?

- Treloar's Equality, Diversity and Inclusion Policy: ED001 on SharePoint
- There is an Easy Read version of the Equality Act. The website is: <http://www.homeoffice.gov.uk/>.
- The Treloar's Equality and Diversity Co-ordinator



**Policy/Procedure Communication and Implementation
Action Plan** - Amend and add to as appropriate

	Action	Responsibility
1	Train all managers, employees and volunteers in the implementation of the policy and the related procedures.	Equality & Diversity Co-Ordinator
2	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Training Manager
3	Ensure that all managers, employees and volunteers of Treloar's have access to the related procedures.	All Managers
4	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

Links to other related policies and procedures:

ED001- Equality, Diversity & Inclusion Policy
ED001/PR01- Equality Impact Assessment Procedure
ED001/ER02 - Equality, Diversity & Inclusion Policy – Easy Read version

Further sources of information: -

NA

IMPORTANT NOTES: It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.