

Policy/Procedure Name:	Equality, Diversity and Inclusion Policy – Student Version (easier read)
Policy/Procedure Number:	ED001/PR02
Date of Approval:	3 <sup>rd</sup> June 2013
Effective Date:	3 <sup>rd</sup> June 2013
Revised Date:	August 2021
Review by Date:	August 2022
Policy/Procedure Author:	Equality, Diversity and Inclusion Co-ordinator
Policy/Procedure Owner:	Principal
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 Website:	Yes <input type="checkbox"/> (tick if requested)
Date of Policy Equality Impact Assessment:	15 <sup>th</sup> September 2021
Impact Assessment was carried out by:	Lorna Woodcroft

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

What is in this policy:

<b>WHAT IS THE POLICY ABOUT?</b>	<b>3</b>
<b>WHAT ARE TRELOAR'S VALUES?</b>	<b>3</b>
<b>WHY DO WE HAVE AN EQUALITY, DIVERSITY AND INCLUSION POLICY?</b>	<b>4</b>
<b>WHAT ARE MY RIGHTS?</b>	<b>7</b>
<b>WHAT ARE MY RESPONSIBILITIES?</b>	<b>9</b>
<b>HOW DO I KNOW THAT THINGS ARE FAIR?</b>	<b>9</b>
<b>WHAT DO I DO IF THERE IS A PROBLEM?</b>	<b>10</b>
<b>WHERE CAN I FIND MORE INFORMATION?</b>	<b>10</b>

## What is the Equality, Diversity and Inclusion Policy about?

This is to make sure that everyone at Treloars

- 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?

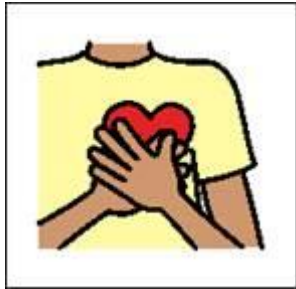
Treloar has values which are linked to British Values that everyone here is working to achieve. Our values are:

- **We are inclusive**



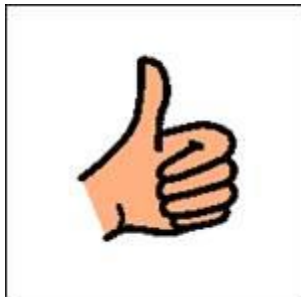
We help everyone join in

- **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, Black, White, Asian, Chinese or Mixed Race.

## 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 may be paid less for doing the same work as a man.

## 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 Charters – School and College

## School Student Charter

### TRELOAR'S SCHOOL STUDENT CHARTER

We know we have the right



to have good relationships with others, be treated well and not be hurt by others



to be treated fairly and have fair rules that everyone sticks to



to make our own choices with the right information and support



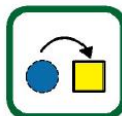
to learn and be treated in a way that works for us individually



to have care that meets our needs



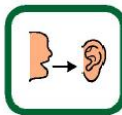
to be involved in all aspects of school life and help make decisions



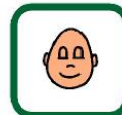
to plan for our futures



to have our achievements identified and celebrated in a way that we and our families recognise



for people to hear what we say



to be safe, comfortable and happy and have equipment that helps us to be as independent as possible


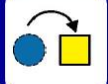

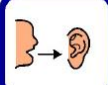










to be respected for who we are

# College Student Charter

## TRELOAR'S COLLEGE STUDENT CHARTER We know we have the right



	to have good relationships with others, be treated well and not be hurt by others		to plan for our futures
	to be able to work and have experience in different areas of work		for people to hear what we say
	to have care that meets our needs		to be involved in different parts of the community
	to be respected for who we are		to be involved in all aspects of college life and help make decisions
	to learn and be treated in a way that works for us individually		to make our own choices with the right information and support
	to be treated fairly and have fair rules that everyone sticks to		to be safe, comfortable and happy and have equipment that helps us to be as independent as possible



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

Check that you understand

- Why do we have an equality and diversity policy?
- What are your rights?
- What do you have to do?
- What do you do if there is a problem?

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

	<b>Action</b>	<b>Responsibility</b>
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 Trust 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.