

Equality & Diversity Policy and Implementation Plan

West London Careers Hub

Maintenance Policy Owner	Careers SLT
Review	Annual
Next review	September 2023

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.

West London Careers Hub aims 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 West London Careers Hub, 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 West London Careers Hub is relevant and accessible to all within the Hub & LEAN, 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 West London Careers Hub 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 practices, training and service delivery.
- Ensuring that all staff involved in the West London Careers Hub 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. West London Careers Hub meets 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 Manager is 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 West London Careers Hub 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.

West London Careers Hub aims to achieve its Equality and Diversity Policy through an associated Implementation Plan, which is the overall responsibility of the Project 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

Username: 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 West London Careers Hub Equality & Diversity Policy is the Project Manager. Annual review of the Policy will be undertaken by the Project Manager and the Deputy Director (Young People).

West London Careers Hub - Equality and Diversity Implementation Plan

Theme	Activity Description	Activity Owner / Timescale	Indicators	Source of verification	Result / Impact	Measurement Owner / Frequency	Assumptions	Review
Monitoring	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 (e.g., students, Employer Advisers & other key stakeholders), 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 Careers Hub Manager given visibility of where effort to address gaps needs to be focussed	Contract and Compliance Coordinator, quarterly	Only for activities where such data capture is appropriate e.g. work experience placements	
Staff Awareness and Compliance	West London Careers Hub 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	Careers Hub Manager and Training Team, quarterly	Course is required component of Induction process for all staff	

	Staff receive training on supporting specific groups with protected characteristics, as required by local participant demographics	Training Manager (within 4 months of Project start)	% of staff who have completed training from external provider on specific cohort(s)	Training records	Staff have fuller understanding of the needs of all participants	Careers Hub Manager and Training Team, quarterly	West London Careers Hub staff have effective links with specialist providers	
	Staff receive specific targets relating to E&D through appraisal / performance review process	Careers Hub 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	Careers Hub Manager, annually, reviewed 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	Careers Hub 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	Careers Hub Manager, monthly	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, Requests for Flexible Working process, Anti-Bullying Policy, Parental Leave Policy), Implementation Plan and updates/achievements made available to all staff and stakeholders	Careers Hub Manager (within 3 months of Project start)	% Level of awareness of Strategy / Plan / Achievements	Staff Surveys / visual check of Portal	Staff are reminded and encouraged regarding E&D goals and achievements	Careers Hub Manager, quarterly	Project Portal gives full and easy access to all staff of Strategy / Plan / Updates	
Participant Awareness	All materials and CPD sessions promote equal opportunities and challenge stereotyping	Careers Hub Manager (within 2 months of Project start)	Participants involved (students, teachers, EAs & other key stakeholders) in non-traditional pilots, placements and training activities	Materials, lesson plans	Participants are better informed of pathways and opportunities with reduced gender stereotyping	Careers Hub Manager, quarterly		
Organisational Awareness	The wider organisation is regularly informed of West London Careers Hub best	Careers Hub	# of pan-organisational	Minutes of meetings	A virtuous circle develops cross-organisation, where	Contract and Compliance Coordinator on	Education Development Trust's corporate	

	practice	Manager (within 3 months of Project start)	E&D meetings		programmes and projects share and adopt good practice	E&D working group, quarterly	Marketing and Communications department support the effective promotion of West London Careers Hub	
	Senior Leadership oversight of West London Careers Hub E&D Strategy and Implementation Plan	Deputy Director (Young People) (within 3 months of Project start)	# of SLT reviews of West London Careers Hub E&D strategy / implementation plan	SLT Minutes	Senior leaders promote and support the achievement of West London Careers Hub E&D goals, and lead on wider company adoption of best practice	Deputy Director (Young People), quarterly	West London Careers Hub E&D Strategy and Implementation Plan is standing agenda item at SLT meetings on quarterly basis	
Gender-specific initiatives	Specialist support available to advise support female & LGBT participants where needed	Careers Hub Manager (within 3 months of Project start)	% of female & LGBT, participants aware of availability of specialist support	Participant surveys	50% female & 5% LGBT participants engaged in the WLCH	Deputy Director (Young People) & Careers Hub Manager, quarterly	Sourcing of available female & LGBT role models to mentor other employees	

Ethnic Minority-specific initiatives	Specialist support available to advise support ethnic minority participants where needed	Careers Hub Manager (within 3 months of Project start)	% of ethnic minority, participants aware of availability of specialist support	Participant surveys	30% ethnic minority participants engaged in WLCH	Deputy Director (Young People) & Careers Hub Manager, quarterly	Sourcing of available ethnic minority role models to mentor other employees	
Disability-specific initiatives	Specialist support available to advise support participants with disabilities	Careers Hub Manager (within 3 months)	% of disabled participants aware of availability of specialist support	Participant surveys	5 % participants with disabilities engaged in WLCH	Deputy Director (Young People)/ Careers Hub Manager, quarterly	Sourcing of available disabled minority role models to mentor other employees	
	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	Careers Hub 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 West London Careers Hub	
Staff Diversity	All under-representation of staff (where diversity of staff does not reflect diversity of	Careers Hub	# of Staff Diversity Action Plans	Staff Diversity Action	Staff are reflective of the participants	Deputy Director (Young People),	Annual monitoring of staff by characteristics	

	local area) is addressed through action plan owned by Careers Hub Manager and overseen by Deputy Director (Young People)	Manager (within 6 months)	completed	Plans	they support	annually	(sex, race, age, disability) undertaken Adoption of an effective recruitment strategy to address staff diversity gaps	
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