



HEAD OF THE CLASS LTD Equality and Diversity Policy

Equality and Diversity for Students

At Head of the Class Ltd, we encourage children to develop respect for themselves and for others.

We deliver services that recognise and build on the strengths of children and young people from all cultures, religions, gender, age, sexual orientation, ability and backgrounds; in ways that meet their individual needs and help them to achieve their full potential.

Every effort is made to ensure that all our centres are welcoming to all students, this is reflected in the communication around the centre, including: posters, information boards, displays and leaflets. In addition to this, resources used to develop work with children and young people are chosen for their suitability and anti-oppressive nature.

Staff are expected to model positive behaviour and challenge attitudes, behaviour and language that are non-inclusive and discriminatory, by doing so in a positive way.

Managers are expected to monitor the range of children and young people placed within the centre in terms of ethnicity, gender and disability.

Inclusion for Students

At Head of the Class, we believe that all children and young people should be given the opportunity to be cared for and educated.

Children are encouraged and supported to understand their rights and be well-informed about ways of challenging discrimination.

Religious dietary requirements are taken into consideration when planned cooking activities take place. Respect for other people's culture and beliefs is a set expectation outlined in the Student Code of Conduct, Staff Code of Conduct and Tutor Code of Conduct & Rules.

Staff acknowledge the importance of maintaining a link between the child's home and our services, in meeting the individual's learning needs.

Staff are expected to offer appropriate support to aid inclusion and ensure that students participate as fully as possible in their lesson plans for e.g. provided transport to/from the centre when pre-arranged with their line manager.

Equality in Recruitment

We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our recruitment practices and procedure, we have made the decision to adopt a formal equal opportunities policy.



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The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability.

We will ensure that a copy of the policy will be made available for all staff and made known to all applicants for recruitment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no staff member feels under threat or intimidated.

Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or subconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy. Role descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy.

Role requirements will be reflected accurately in any person specifications. We will adopt a consistent, non-discriminatory approach to the advertising of the vacancies. We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job; All staff members involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

More than one person will carry out short-listing and interviewing where possible. Interview questions will be related to the requirements of the job and will not be of any discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.



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Selection decisions will not be influenced by any perceived prejudices of other staff.

Disability Discrimination

We believe in providing a welcoming, comfortable and accessible environment that is safe and easy to use for pupils, parents, relatives, staff, visitors and other users of the premises. We will endeavour to achieve equality of opportunity for all to ensure equal access to its facilities. Where possible, we will avoid physical features that make it difficult for people with a disability and make reasonable adjustments to improve the environment.