

## Equality, Diversity & Inclusion Statement

### Document Control

|                |                                                 |
|----------------|-------------------------------------------------|
| Document Title | Equality, Diversity & Inclusion Statement (EDI) |
| Policy Owners  | Service Manager<br>Skills Development Manager   |
| Policy Date    | 15/08/2025                                      |
| Review Date    | 15/08/2026 (Annually)                           |

### 1. Statement

Learn & Work Harrow is committed to promoting equality, diversity and inclusion (EDI) and to creating an environment in which all learners, staff, partners and visitors are treated with dignity, fairness and respect. We value the diversity of our community and recognise that inclusive practice strengthens outcomes, enriches learning and supports wellbeing.

We oppose all forms of unlawful discrimination, harassment, victimisation or exclusion and operate a **zero-tolerance approach** to any behaviour that undermines equality, safety or the integrity of our learning environment. We are committed to proactively removing barriers to participation and promoting equality of opportunity for all.

This statement must be read in conjunction with the Council's Equality and Diversity Policy.

### 2. Scope

The Equality, Diversity & Inclusion statement applies to all those engage or operate within Learn & Work Harrow including but are not limited to:

- All learners and job seekers (current and prospective)
- All staff, including teaching, support, and administrative roles
- Volunteers, contractors, and partner organisations
- Third party companies with Learn & Work Harrow & London Borough of Harrow
- Stakeholders
- Visitors

### 3. Legal Framework

Our commitment to equality and diversity is guided by the **Equality Act 2010** and the **Public Sector Equality Duty**, protecting individuals against discrimination based on:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

### 4. Our Commitments

#### 4.1 Equal Access

We are committed to providing fair and inclusive access to all programmes, facilities and services. Reasonable adjustments and appropriate support will be made to ensure that individuals are not disadvantaged due to protected characteristics, caring responsibilities or other individual circumstances.

#### 4.2 Respect and Inclusion

We will maintain a positive and inclusive environment where all individuals are treated with courtesy, dignity and respect. Diverse perspectives and contributions are valued and actively encouraged.

#### 4.3 Fair Recruitment

We operate transparent, consistent and fair processes for admissions, staff recruitment and progression. Decisions are based on merit, suitability and potential, free from bias or discrimination.

#### 4.4 Zero Tolerance for Discrimination

We will respond promptly and appropriately to any incidents of discrimination, harassment, bullying or victimisation. Concerns will be taken seriously and addressed through our complaints, safeguarding and disciplinary procedures where applicable.

#### **4.5 Access to Additional Support and Reasonable Adjustments**

Learn & Work Harrow recognises that inclusion requires practical and responsive support. Where feasible and appropriate, we will provide or facilitate access to support such as:

- **Childcare and caring support**, including access to on-site crèche facilities where available, or signposting to local childcare providers and services
- **Communication and accessibility support**, including British Sign Language (BSL) interpreters, notetakers, alternative formats or translated materials
- **Loan equipment and assistive technology**, such as laptops, adaptive hardware, specialist software or other resources to support learning, assessment or work activities

All support requests will be considered on the basis of individual assessments, handled sensitively and confidentially, and reviewed regularly to ensure they remain appropriate and effective.

#### **4.6 Assessment and Examination Support (JCQ Additional Support Needs)**

Where Learn & Work Harrow delivers regulated or accredited assessments, we comply fully with the **Joint Council for Qualifications (JCQ)** guidance on **Additional Support Needs, Reasonable Adjustments and Access Arrangements**.

This includes:

- Early identification of learners who may require access arrangements
- Ensuring support reflects the learner's normal way of working and is supported by appropriate evidence
- Implementing approved arrangements such as extra time, rest or supervised breaks, readers, scribes, assistive technology or modified assessment materials, in line with JCQ regulations
- Protecting the confidentiality, dignity and fairness of all candidates
- All staff involved in examinations and assessments are trained and understand their responsibilities under JCQ requirements

#### **4.7 Disclosure and Review of Support Needs**

Learn & Work Harrow encourages participants and staff to disclose additional needs or personal circumstances that may impact their participation. Disclosure will never be used to disadvantage an individual and will be treated with confidentiality and respectfully

Support arrangements will be reviewed regularly to ensure they remain suitable, effective and compliant with legislative and regulatory requirements.

#### **4.8 Continuous Improvement**

We will regularly review EDI data, learner and staff feedback, and operational practice to identify areas for improvement. Policies and procedures will be updated as required to reflect best practice and changing needs.

### **5. Responsibilities**

- **Senior Leadership** – Provide strategic oversight of this policy, ensure compliance with legislation, allocate appropriate resources and promote a culture of inclusion.
- **All Staff** – Actively uphold EDI principles, identify and remove barriers to participation, and signpost learners or colleagues to available support.
- **Participants & Visitors** – Respect the rights and dignity of others and contribute to an inclusive environment.

### **6. Breaches of Statement**

Any breach of this document will be addressed under our **Complaints** and **Disciplinary Procedures**. Actions may include mediation, formal warnings, or, in serious cases, exclusion or contract termination.