

## Equal Opportunities Policy

### 1. RCTTP Equal Opportunities Policy

This Equal Opportunities Policy enables our Partnership to meet our statutory obligations under the:

- Equality Act (2010) which protects people on the grounds of: age; sex; disability and caring responsibilities; gender reassignment; sexual orientation; pregnancy, maternity and paternity leave; religion, belief or faith; race or ethnicity; marital status or civil partnership.
- Special Educational Needs and Disabilities Act (2001) which protects people against discrimination on the grounds of disability or special educational needs.

This policy sets out our commitment to tackling equality and explains what this means for the whole partnership.

At RCTTP we will continuously strive to ensure that everyone in our Partnership is treated with equality of opportunity, respect and dignity and will be given equality of opportunity to develop their full potential with positive regard to gender, cultural and religious background, sexuality or disability.

We will actively promote and foster positive attitudes and commitment to an education for equality.

We aim to achieve this by:

- taking measures to investigate, report and act on incidents of inequality of opportunity under the complaints procedure outlined in point 4 below;
- treating all those within the programme as individuals with their own particular abilities, beliefs, challenges, attitudes, background and experiences;
- creating an ethos which promotes equality, develops understanding and challenges myths, stereotypes, misconceptions and prejudices;
- encouraging everyone within our community to gain a positive self-image and high self-esteem;
- having high expectations of everyone involved with the Partnership;
- identifying and removing all practices, procedures and customs which are discriminatory and replacing them with practices which are fair to all;
- promoting mutual respect and valuing each other's similarities and differences and facing equality issues openly;
- monitoring, evaluating and reviewing all of the above to secure continuous improvement in all that we do.

## **2. Roles and responsibilities**

This Equal Opportunities Policy outlines the roles and responsibilities of everyone involved and connected with the Partnership, so that each individual knows what is expected of them.

This policy is made available to all members of the Partnership through the RCTTP website. A hard copy of the policy is available, with relevant appendices, in the centrally held policy file.

### **2.1 Executive Group**

The Executive Group will:

- receive progress reports from the Programme Manager
- assess and monitor the impact of this policy by annually reviewing any action taken under the policy.

### **2.2 Programme Manager**

The Programme Manager will demonstrate through their personal leadership the importance of this policy. They will:

- ensure that all staff are aware of the policy and where to access it
- inform the Executive Group of any issues relating to Equal Opportunities raised through evaluations completed by trainees and Partnership Staff through the year
- Work with appropriate Partnership staff to: monitor the impact of this policy highlighting any differences between trainees from different groups; ask why these differences exist and test the explanations given; decide what further action will be necessary to meet particular needs and to improve the performance of trainees from different groups (which might include positive action); review and set targets in improvement planning and take action to make improvements.

### **2.3 Partnership Staff**

Will familiarise themselves with this policy and their resulting responsibilities.

## **3. Complaints Procedure**

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action. In the first instance this will be raised informally in order to seek a practical solution in line with the RCTTP Complaints Policy. Action by the Programme Manager may include an investigation and report on the issue and a record will be made within the trainee's file.

## **4. Promoting Equality of Opportunity**

### **4.1. The Ethos of the Partnership**

- This Equal Opportunities Policy reflects the ethos of the Partnership and is explicit in all the Partnership's policies.
- The Partnership will refer to the Local Authority's Equality and Diversity Policy (Appendix 2)
- Everyone associated with the Partnership is kept informed about this Equal Opportunities Policy and are expected to abide by it.
- The policies and procedures are regularly reviewed and their effectiveness evaluated, taking into account the views of all sections of the Partnership.
- Reflection of all groups should be included in all marketing strategies.

### **4.2 Trainees' Achievements and Progress**

- If appropriate, trainees' attainment and progress is monitored by age, gender, language and disability
- When required, the Partnership develops strategies for tackling differences in the attainment and progress of groups.
- An opportunity to identify any inequality of opportunity is included in termly trainee evaluation proformas. Any issue identified is followed up by the Programme Manager who will facilitate the appropriate action, which may include an investigation and report on the issue.
- Every trainee is offered the support and guidance they need.
- Staff challenge stereotyping and promote equality in education, employment, training and career choice.

### **4.3 Training Programme**

- The Partnership promotes an inclusive programme, which reflects the diverse nature of our society.
- Equality of opportunity are promoted in all areas of the training.
- Assessment outcomes are used to: identify the specific needs of trainees, inform policies, planning and the allocation of resources.
- Training methods and styles encourage positive attitudes to cultural diversity.

### **4.4 Selection and Recruitment**

- All possible applicants who meet the essential criteria are interviewed.
- Opportunity will be provided for applicants to identify any special arrangements that they may require when invited for interview
- The recruitment and selection process is monitored and reviewed to ensure that discrimination is not taking place and to identify examples of good practice.
- Applicants complete an evaluation of the selection process within which is a question regarding equal and fair treatment.

Linked policies:

- Selection and Recruitment Policy
- RCTTP Roles and Responsibilities
- Local Authority's Equality and Diversity Policy