

# UK Open College Equality & Diversity Policy

This policy is provided for UK Open College customers, including learners and staff members who are using or delivering the courses and qualifications we offer.

## Location of the policy

This policy is available for viewing on the college website for all students and staff members to access as required.

## Communication of the policy

It is important that all staff involved in the management, delivery, assessment and quality assurance of qualifications and learners undertaking a course are aware of this policy.

## Review of the policy

UK Open College will review the policy annually and revise as and when required in response to feedback, changes in legislation, practices or actions required by any of the affiliated awarding bodies. Our review will ensure that our procedures remain consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

## Statement of Principles

UK Open College is committed to the principles of equality and diversity. Equality of access and opportunity for all are core values of our organisation, and we are committed to raising the profile of equality and diversity by being proactive in fairness to all. The Equality Act 2010 underpins our policies.

All learners and staff members are required to follow and honour these principles. We encourage everyone to play a part in promoting our policy in the course of their learning or work. There are no circumstances in which UK Open College will tolerate discrimination, harassment, bullying or victimisation from or towards any staff member or learners. This also includes cyber- harassment or cyber-bullying. Any issues must be reported to the centre manager.

## Discrimination

Discrimination is when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their gender, race, ethnic background, religious beliefs, age, marital status, stage of development, ability or disability, sexual orientation, gender reassignment and wealth and background.

There are four types of discrimination: Direct discrimination, Discrimination by association, perception discrimination and indirect discrimination.

## Racial Harassment

Racial harassment is any action of a racist nature that results in people feeling threatened or compromised: It can include

- Racial name calling
- Derogatory remarks

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- Racist graffiti or jokes
- Display or circulation of racially offensive material
- Physical threats, insulting behaviour or gestures
- Open hostility
- Exclusion from normal conversation or social events

## **Sexual harassment**

Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and man at work, including physical, verbal or non verbal conduct. It can be in the form of:

- Insensitive jokes or pranks
- Lewd comments about appearance
- Unnecessary bodily contact
- Displays of explicit material
- Gestures and leering
- Speculation about a person's private or personal life

## **Bullying**

Bullying is a form of harassment, whether by staff or other learners. Bullying is verbal, non verbal or physical conduct that causes individuals to feel threatened, isolated or humiliated. This may include members of a group other than those being directly targeted. Bullying can take many forms and can be quite difficult to detect by those not directly involved. All learners and staff are asked to report bullying at the earliest stages, so that it can be stopped. Your confidentiality will always be respected.

The law recognises bullying as a serious issue and the protection from the Equality Act 2010 makes it a criminal and civil offence to cause harassment, alarm or distress another person.

## **Victimisation**

Victimisation is when a person is treated less favourably in the same circumstances because that person has, in good faith, made a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so.

## **Vulnerable adults**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Abuse can take a number of forms and cause victims to suffer pain, fear and distress. Adults may be too afraid or embarrassed to raise any complaints. They may be reluctant to discuss their concerns with other people or unsure who to trust with their worries. Sometimes people can be unaware they are being abused.

UK Open College staff members have a responsibility to follow this policy and report any suspicions that may arise.

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## Protection of children policy

The policy of safeguarding a child is to protect any person under the age of 18 years and those whom are considered vulnerable. The Children Act 1989 provides the legal framework for the protection of children and young people in the UK. UK Open College is committed to the safeguarding of children and our staff members have a responsibility to follow this policy and report and suspicions that may arise. Both the safeguarding policies above also include the protection of our staff from unfounded allegations of abuse.

