

Equality, Diversity and Inclusion Policy

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Approved by:		Senior Management Team	
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1.5.1	4.5.2022	4.8.2022	Update of Action Plan	Elaine Highwood	EH/SMT
1.6	24.5.2022	4.5.2023	Adding and Introduction, the Authorising Signature and employer responsibilities	Elaine Highwood	SMT
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1.8	17.05.2024	17.05.2025	Change of EDI lead from Head of Quality to Head of Curriculum and Compliance	Zoe Henley	SLT
1.9	22.04.2025	22.04.2026	Reviewed – Changed to Equality, Diversity and Inclusion. Update RT branding	Zoe Henley	SLT

This Policy should be read in conjunction with Runway Training's Bullying and Harassment Policy

Authorising Officer:

Oliver Trailor, Managing Director

Signature:



Date: 22.04.25

Introduction

Promoted during the sign-up process, this policy will form part the Induction Process for all learners and will be accessible through their learner handbooks, forming part of their Induction. Internal Stakeholders will be able to access the policy through the shared drive and all stakeholders will be able to access it through Runway's Website.

All staff will be made aware of the policy at Induction, and it will form part of Runway's Mandatory training. Additional training/updates will be given as and when needed.

This policy will be reviewed on a yearly basis or sooner if legislation/organisational changes impact on the content of this policy.

Equality, Diversity and Inclusion Statement

Runway Training recognises the importance of the Equality Act 2010 and the Equality related Public Sector Equality Duty and commits the Organisation to have due regard to the need to the three aims of the general duty, i.e. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; advance equality of opportunity between people who share a protected characteristic (age, gender re-assignment, marriage and civil partnerships, disability, race, religion and belief, pregnancy and maternity, sex, sexual orientation) and those who do not; foster good relations between people who share a protected characteristic and those who do not.

Issues of racism, stereotyping and discrimination (see Appendix 1) in any form will be discussed openly with a shared commitment to challenging prejudice and valuing diversity. Runway will actively implement this policy to ensure that all learners, staff and visitors learn and work in a supportive environment in which all individuals are able to succeed.

We value the fact that staff and learners will follow many different faiths and come from a variety of religious backgrounds. We will not promote any religion over any other and will provide a chaplaincy service for all faiths and none.

We are proud of the equal and fair access we offer for learners with disabilities and learning difficulties and the high quality support and teaching that enable all students to success.

We will encourage all staff and learners to recognise and value the contributions of all individuals and to see diversity as a strength that adds value and richness to our learning community. Valued behaviour is defined as

- Demonstrating personal integrity and respect for human dignity
- Committed to supporting the success of learners and staff
- Communicates and collaborates with colleagues and peers and all stakeholders
- Challenges unwanted and unacceptable behaviour in others

This policy explicitly covers all protected characteristics in the Equality Act 2010 which are currently **age, gender re-assignment, marriage and civil partnerships, disability, race, religion and belief, pregnancy and maternity, sex, sexual orientation** and commits the organisation to have due regard to the need to the three aims of the general duty i.e.:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not;

- foster good relations between people who share a protected characteristic and those who do not.

Furthermore, we believe that **everyone** has the right to equality of opportunity and this policy covers all individuals regardless of social and cultural background, economic status, family and caring responsibilities.

We have **zero tolerance** of any form of discrimination, harassment or other inappropriate behaviour whether direct, indirect or by association or perception. We will challenge **all** behaviour that discriminates, harasses, and victimises individuals or groups of people.

We will ensure that all staff receive a copy of this Equality and Diversity Policy at Staff Induction and at the times of review. A copy will be uploaded onto OneFile and will be made available on Runway Training's Website and as such will be available to all stakeholders.

Policy principles

Our commitment to all learners, we will:

- Ensure marketing, publicity and recruitment procedures are inclusive and present positive images of all sections of the community.
- Identify the needs of disadvantaged groups and work towards removing any real or perceived barriers to participation and success.
- Promote maximum access to the full range of courses and other educational services for all the people in the communities we serve
- Provide clear and fair recruitment and admission to courses actively re-enforcing Equality and Diversity within Inductions, reviews and teaching and learning activities.
- Make reasonable adjustments to ensure equal access to teaching, learning, assessment, facilities and resources for disabled learners
- Promote the rights and responsibilities of all learners to be treated fairly and to treat each other with respect.
- Ensure that teaching, learning and assessment is inclusive using a wide range of teaching methods and resources to promote equality and diversity and develop all learner's knowledge, skills and/or behaviours.
- Ensure all learners are supported to progress, including those on discrete supported provision.
- Promote social inclusiveness and awareness of other cultures and equip our learners to live and work in a diverse society.
- Celebrate diversity through the achievements and positive contributions of our community of learners and staff.
- Provide high quality learning support and ensure that learners are given every opportunity to discuss any learning difficulty or support need.
- Ensure workplace assessment reflects Runway Training's policies on equality and diversity and that employers have an Equality and Diversity Policy in place, communicating the policy to all staff and providing training in order that the policy can be adhered to.
- Ensure that the SMT is active in identifying gaps in the retention, achievement and progression of learners through the analysis of monthly reports and the monitoring of the impact of the interventions.
- Seek the views of all learners and employers throughout the learner journey and continue to evaluate these to improve the learning programmes.

Our commitment to staff and staff of partner organisations we will:

- Aim to employ a workforce that **at least** reflects the diversity of the local community we serve and to be broadly reflective of our learner population.
- Regularly monitor our staffing profile as a basis for addressing significant imbalances in staffing
- Ensure that the criteria for selection of new staff and the progression of existing employees will be determined solely on the basis of the requirements of the job.
- Set transparent and explicit criteria for career progression based solely on merit
- Ensure all people from under-represented groups are short-listed for interview if they meet the job criteria
- Members of interviewing panels will be trained in fair recruitment practice.
- Create flexible working opportunities such as part-time, term-time working, or job sharing, where possible.
- Implement our equal opportunities training strategy and ensure that all staff are trained and receive regular updates.
- Take positive action to offer opportunities for employment, training and promotion to groups of people who are identified as disadvantaged and under-represented.

Our commitment also reaches out to our suppliers to ensure that they know what our values and standards are and commit to them.

Please see the Equality and Diversity Action Plan for further information (Appendix 2)

Governance and Monitoring

The Head of Curriculum and Compliance is the nominated lead for Equality and Diversity and will chair the Equality and Diversity Committee Meetings (EDC) which oversees that Runway Training continues to fulfil its legal duties under the Equality Act of 2010 as well as monitoring progress towards Runway's Equality Action Plan (see Equality and Diversity Action Plan)

Runway Training will continue to monitor the:

- Composition of the existing workforce and the recruitment process with particular reference to ethnicity, disability and gender.
- Recruitment, retention and achievement of learners in relation to age, ethnicity, disability and gender or any other relevant criteria.
- Analyse learner satisfaction questionnaires according to age, ethnicity, disability and gender.
- Analyse complaints and grievances in relation to Equal Opportunities.

Runway Training has third party liability and we accept responsibility for ensuring members of the visiting public, volunteers and contractors behave in accordance with our equal opportunities policy

Responsibilities

The Governors: The Governors are responsible for discharging their statutory duty in relation to equality legislation as an employer and service provider. Governors will strive to ensure that the Governing body reflects the diversity of the communities that Runway Training serves and will ensure that the Managing Director actively promotes Equality and Diversity and adequately addresses any identified areas of concern.

The Senior Leadership Team: Provides senior leadership and direction on equality issues. The Head of Curriculum and Compliance as part of the Senior Leadership Team is responsible for ensuring that the action plan is reviewed regularly. All learners, staff, contractors and volunteers will be personally responsible to avoid discriminatory practices and to discourage them in others.

Equality and Diversity Committee: Chaired by the Head of Curriculum and Compliance will monitor equality and diversity performance including monitoring and analysing data on learner enrolment and success by gender, race, age and disability in line with Ofsted inspection. It also monitors staff recruitment, retention and promotion in terms of age, race, gender and disability.

Equality and Diversity Lead: The Head of Curriculum and Compliance has overall responsibility for ensuring the effective implementation of Equal Opportunities within the company.

Managers: are responsible for the day-to-day implementation of this policy and its delivery in their area of responsibility.

Staff: are responsible for promoting equality and fostering good relations between people of different ethnicity, gender, age, disability and any other protected characteristics. Staff are also responsible for putting policies into practice and challenging inappropriate behaviour from either learners, work placements providers or other members of staff.

Learners: as key stakeholders, learners have a responsibility to comply with all of Runway Training's policies, treating fellow learners, staff and visitors with respect and dignity. Learners are made aware of Runway Training's policies at induction, during reviews and through various methods including posters and messages.

Employers: as key stakeholders, employers have a responsibility to ensure that they have an Equality and Diversity Policy, communicating this to all stakeholders, including Runway Training's Learners. Employers should also provide training and guidance for all staff in order that the policy can be adhered to and review the policy regularly to ensure that it is kept up to date and within the law.

Equality and diversity complaints procedure and code of practice

Runway Training will monitor equality and diversity incidents and complaints, and all staff will take responsibility for challenging and recording discriminatory behaviour, harassment and victimisation relating to protected equality characteristics.

Runway Training Harassment and Bullying, Safeguarding and Complaints Policies will enable those who believe they have been a victim of discrimination and harassment to raise concerns and achieve redress without undue delay or difficulty.

Any stakeholder who becomes aware of discriminatory behaviour, harassment or victimisation has a duty to report this in accordance with the above policies:

- Staff should make informal complaints through their line manager (or other appropriate manager when the complaint is in relation to the employee's line manager)
- Formal complaints should be directed through the grievance procedure in consultation with Human Resources who will offer guidance and support.
- Learners should direct complaints through their Teachers or any member of staff they feel comfortable to approach

Runway will provide a supportive environment for those who make claims of discrimination, bullying or harassment.

All complaints will be thoroughly investigated, and appropriate solutions sought. We will undertake to implement company wide solutions where this is appropriate.

Review

Runway will review and evaluate the effectiveness of this Policy on a yearly basis

Legislative Framework

This policy responds to our legal responsibilities incorporated in the Equality Act 2010. It is an overarching policy which takes account of all protected characteristics in law and extends these principles to ensure equality of opportunity for any individual regardless of characteristics or identity. In addition, the table below illustrates the aims of this policy in relation to the positive duties as they currently stand in law.

Disability	Gender	Race
Eliminate unlawful disability discrimination or gender related harassment	Eliminate unlawful gender discrimination or gender related harassment	Eliminate unlawful race discrimination or race related harassment
Assess the impact of all of our policies, procedures and activities on disabled people	Assess the impact of all of our policies, procedures and activities on men, women and trans people	Assess the impact of all of our policies, procedures and activities on people from different racial groups.
Promote equality of opportunity for disabled people, even where this may require more favourable treatment	Promote equality of opportunity for men, women and trans people	Promote equality of opportunity for people of different racial groups Promote good relations between people from different racial groups
Monitoring progress through • Disabled representation of staff and learners • Admissions/recruitment data • Retention rates of disabled learners • Staff turnover • Learner success rates • Staff promotions and achievements • Complaints, grievances and disciplinary (staff and learners) • Disabled staff and learner • Engagement in all duties, responsibilities and activities (e.g. committee work) • Increase representation of disabled people in public life	Monitoring progress through • Gender profiles of staff and learners • Admissions/recruitment data • Retention rates of learners • Staff turnover • Learner success rates • Staff promotions and achievements • Complaints, grievances and disciplinarys (staff and learners)	Monitoring progress through • Racial group profiles of staff and learners • Admissions/recruitment data • Retention rates of learners • Staff turnover • Learner success rates • Staff promotions and achievements • Complaints, grievances and disciplinarys (staff and learners)

Appendix 1

Types of Discrimination

Direct Discrimination: This occurs when someone is treated less favourably than another person because of a protected characteristic.

Associative Discrimination: This is direct discrimination against someone because they associate with another person who possesses a protected characteristic (for example, the mother of a disabled child).

Perceptive Discrimination: This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination: Indirect discrimination can occur when an employer has a condition, rule, policy or a practice in the company that applies to everyone but which particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if employers can show they acted reasonably in managing their business.

Harassment: Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Staff/Learners can complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves.

Staff are also protected from harassment because of perception and association.

Victimisation: Victimisation occurs when a staff member or learner is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. They are not protected from victimisation if they have maliciously made or supported an untrue complaint. There is no longer a need to compare treatment of a complainant with that of a person who has not made or supported a complaint under the Act.