



ReFocus Ltd

Equal Opportunities and Diversity Policy 2021/22

The following policy has been approved by the Executive Head Teacher and agreed by the management team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Date: September 2021

Review date: January 2022

Review Record:

Name (Print): Paula Tucker Name (signature): <i>PTucker</i> Date: January 2022	Name (Print): Name (Signature): Date:
Name (Print): Name (Signature): Date:	Name (Print): Name (Signature): Date:

- This policy covers the equal opportunities and diversity procedures for ReFocus Ltd.
- This policy is not stand alone and should be used with other ReFocus policies including, but not limited to Safer Recruitment, Malpractice Policy, Safeguarding Policy, Behaviour and Anti-Bullying, Curriculum Policy, E-safety, GDPR, The Staff Handbook and Code of Conduct.
- When referring to staff members this includes all full-time staff members, volunteers, support staff and supply staff.



1. Introduction

This policy concerns the implications of the concerning equal opportunities and diversity as it applies to all staff members and students at ReFocus Ltd.

Access - Employees, volunteers and students are made aware of the existence of this policy and have open access to it

This policy is reviewed annually and may be revised in response to feedback from personnel and external organisations.

2. Policy Statement

ReFocus Ltd was formed to offer learning opportunities to anyone and to provide them with help, support, and advice no matter what their:

- Race
- Age
- Sex
- Sexual orientation
- Gender reassignment
- Religion or belief
- Disability
- Marriage & civil status

ReFocus Ltd acknowledges that there could also be other groups in our society, now or in the future, which are not mentioned above. These groups will also receive protection under our policy, as they become known to us.

We expect every person to make a positive commitment to this policy namely:

- All ReFocus Ltd employees and tutors, whether paid or voluntary
- All Community Groups affiliated to ReFocus Ltd
- All visitors whether commercial or the public
- All visitors or students using the ReFocus Ltd Premises
- ReFocus Ltd will ensure that the services it provides are accessible to all and endeavor to positively encourage and benefit people from disadvantaged groups
- ReFocus Ltd will undertake an annual equality action plan and effective monitoring records will be maintained
- Where appropriate, ReFocus Ltd will supply specialist aids and facilities to enable disabled people to participate fully whether as staff, volunteers, or students
- ReFocus Ltd will fully support all personnel and students who are faced with prejudice and discrimination



- ReFocus Ltd will offer equal opportunities training to all employees and service users and undertake to monitor and review this training annually

Breaches of our equal opportunities policy will be regarded as misconduct and may lead to disciplinary proceedings.

The policy will be reviewed annually to ensure that tutors, staff, students, and visitors do not face prejudice and discrimination when attending ReFocus Ltd Programs.

3. Legislation

The policy will be implemented within the framework of the relevant legislation which includes:

- Equal Pay Act 1970 & Equal Value Amendment 1984
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976 & Race Relations Amendment Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Employment Act 2002
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Creation of Equality & Human Rights Commission 2006

If anyone believes there has been a breach of this policy, then they should follow the procedure set out in Section 3 of this document.

4. Procedure

Complaints Procedure

Stage 1: Any person who believes, sees, or feels that this Equal Opportunities Policy, or its aims, has not been respected should immediately bring the situation to the attention of one of the ReFocus Ltd Tutors. Complaints may also be made directly to Paula Tucker, Executive Head Teacher.

The Tutors will then speak to the offending person(s) and will remind them of the existence and purpose of this policy and ask that person to adhere to the policy.

Stage 2: If the offender continues with their unacceptable behaviour, then the Course Manager will decide a course of action.

He/She may:

- Issue a warning as to future conduct



- Suspend or ban the offender from the premises. This decision from the Executive Head Teacher will be final.

Stage 3: The right to appeal is in place, in which case please follow the Appeals and Complaints Procedure.

5. Monitoring

Every new employee, volunteer, student, or regular visitor to an ReFocus Ltd Centre will have access to the Equal Opportunities Policy & Procedure.

It is the responsibility of all members and groups, supported by, or employed by, or who work with ReFocus Ltd to monitor their own actions and the behaviour of others.

All breaches of the policy will be recorded and brought to the attention of the Executive Head teacher.