



## 1.1 Equal Opportunity Policy – Sentinel Academy

### Equal Opportunity

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#### 1. Purpose

1.1. To confirm the commitment of the Academy to the principle of equal opportunities for all. The policy covers all people who have contact with the academy, students (current and prospective), staff and visitors.

1.2. To ensure that Sentinel Academy complies with all laws and directives relevant to equal opportunities and those procedures are in place to clarify and support this intention.

1.3. To ensure that the Academy has a sound system of monitoring and reviewing of progress so that good practice is identified, issues addressed and a culture of equal opportunities is embedded in all aspects of the work of the academy.

#### 2. Scope

All current and/or prospective students, staff and visitors are included in the policy.

#### 3. Statement

3.1. Sentinel Academy provides training to adults in a variety of courses which involves vocational and professional trainings. As such our student base is diverse, bringing on to site people from a wide range of backgrounds, education experience, age, culture, physical/emotional ability and ambition.



For some, the academy environment is initially threatening and unfamiliar. Likewise staff and visitors are diverse and bring their own perspectives and expectations. The procedures enshrined within this policy will ensure that all persons involved with Sentinel Academy are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with the Academy.

3.2. Our policy is to ensure that no person associated with the academy receives less favourable treatment on the grounds of: - gender, racial or ethnic origin, nationality, religion, marital status, age, disability, ability in numeracy or literacy, behavioural or learning difficulties, sexual orientation or preference, unemployment, language, culture or social background, or for any other identifiable discriminatory cause.

3.3. This policy and associated procedures also provide guidance to the wider academy community on the role for every individual in contributing to equality of opportunity.

3.4. In order to ensure commitment to the principles outlined in the policy and associated procedures, senior staff will liaise regularly with relevant colleagues and students.

#### **4. Responsibilities**

4.1. The ultimate responsibility for the operation of this policy lies with the Principal. All other staff has direct responsibility for the implementation of procedures relevant to their area of work.

4.2. Every member of the academy community has a responsibility for ensuring they behave in a manner consistent with equal opportunity principles.

4.3. The Academy Equal Opportunity Committee has responsibility for advising the Principal on equal opportunity issues and for the formal monitoring of progress with equal opportunity principles.

4.4. Each formal procedure associated with this policy will clearly state the relevant manager(s) responsible for implementation.

4.5. Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to relevant managers for action.

#### **5. Implementation**

5.1. The Equal Opportunity Policy will be issued to all staff through the Staff Handbook and to students through the Student Diary and Joining Instructions.



5.2. Procedures will be available to staff and students through the Academy website, Operating Procedures, Policy Manuals and leaflets.

5.3. Induction programmes for staff & students will contain Equal Opportunity principles, and responsibilities.

5.4. Tutors, lecturers, and support staff will ensure that individuals are guided and supported by relevant information regarding equal opportunity procedures & principles.

5.5. Staff training programmes will incorporate general and specific matters relating to Equal Opportunities with particular reference to new and developing guidance on legislation e.g. Human Rights Act, Disability Discrimination Act.

5.6. Any member of the academy community who believes himself or herself to have been subjected to unfair treatment as described in this policy & associated procedures should report their concern to either their personal tutor, line manager or a member of the Senior Management Team.

5.7. Academy staff is required to report any case of alleged discrimination or harassment to the Personnel Administrator.

## **6. Grievances**

6.1. The Academy's grievance procedures are available to any student, member of staff or visitor who believes he or she may have been unfairly discriminated against.

6.2. The harassment complaints procedure is set out in a separate policy and is available to any student, member of staff or visitor who believes he or she may have been harassed.

6.3. The students, members of staff and visitors will not be victimised in any way for making such a complaint in good faith.

6.4. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

## **7. Process for Monitoring**

7.1. The Equal Opportunities Committee will meet termly and submit a termly report to the Academy Director and an annual report to the Principal.



7.2. Programme management committees will review equal opportunity issues and statistical information twice a year and submit a report to the Equal Opportunities Officer and the Equal Opportunities Committee.

7.3. The Personnel Administrator will submit an annual report relating to staff matters to the Principal.

7.4. This policy will be reviewed by Principal on an annual basis and any changes agreed by the Equal Opportunities Committee.

7.5. The Corporation will approve the policy on an annual basis.