



EQUALITY, DIVERSITY and INCLUSION POLICY

Purpose

Rotunda Ltd values equality, diversity and inclusion and is committed to promoting mutual respect throughout its community. The purpose of the policy is to establish clear guidance regarding equality and diversity and to establish the principles, structures, and monitoring arrangements for Rotunda Ltd.

Core Values:

- R** – Respect
- O** – Opportunities for All
- T** – Trust
- U** – Understanding
- N** – Non-Judgemental
- D** - Diverse
- A** – Always Positive

Equality Duty

The policy upholds the values of the Equality Act 2010 which provides a single overriding legal framework to replace all equality laws. Rotunda Ltd commits to ensuring that all people are treated equally in respect of;

Race

- Disability
- Sex
- Gender reassignment
- Age
- Sexual orientation
- Religion and belief
- Pregnancy and maternity
- Marriage and civil partnership

Policy Statement

Rotunda aims to ensure that all actual or potential employees and students are treated equally, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex; sexual orientation; socio-economic disadvantage; trade union activity; unrelated criminal convictions; other irrelevant criteria.

Rotunda is working to create an environment in which cultural diversity and individual differences are positively valued in an atmosphere free from harassment and discrimination. Rotunda takes its legal and moral obligations seriously with respect to equality, diversity and inclusion and welcomes dialogue with groups and individuals about ways in which its equality and diversity policies and practice can be enhanced and improved.

Rotunda will fulfil the equality duty and give due regard to;

- (a) Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

1. Scope

The purpose of this policy is to establish clear guidance regarding equality, diversity and inclusion and to establish key principles, structures and monitoring arrangements for Rotunda. It applies to all learners, staff and visitors. This will ensure that we adhere to legal obligations within the equality and diversity duty. The guidance should be applicable to all staff, volunteers and students in Rotunda.

2. Policy Implementation

Rotunda will ensure that its equality and diversity policy commitments are delivered through the following strategies and processes:

- The implementation, monitoring and review of all policies, targets, actions and outcomes will be evaluated with the consideration of annually reviewed equality and diversity impact measures;
- The delivery of staff development programmes to support staff at all levels of the organisation in the delivery of equality and diversity objectives;
- The assigning of specific responsibilities to staff for the implementation, monitoring and evaluation of policies, targets, actions and outcomes;
- Working with partner organisations in the field of diversity, inclusion and equalities to enhance equality of opportunity;
- Ensuring that quality assurance and self-assessment processes recognise the importance of equality;
- Consultation with students, staff, employers, parents and other partners within the community on the promotion of equality and diversity;
- Reporting on progress against equality objectives to the Board of Trustees;
- By ensuring that its legal duties regarding the equality and diversity protected characteristics are regularly reviewed for compliance with current legislation.

3. Staff Selection, Recruitment and Development

Rotunda will take positive action to ensure that under-represented groups are encouraged to apply for vacant posts at different levels and in different areas of Rotunda's work. Rotunda procedures will ensure that there is neither 'direct' nor 'indirect' discrimination in staff recruitment, selection or development. However, positive discrimination will be used where relevant and appropriate.

Rotunda will aim to ensure:

- The profile of staff in relation to age, gender, disability and race is monitored across all areas of work at all levels;
- Recruitment and selection documentation and procedures are non-discriminatory;

- Recruitment, retention and progression is monitored and corrective action taken where possible on an annual basis;
- Vacancy details are drawn to the attention of under-represented groups;
- Members of recruitment and selection panels are trained in equality and diversity;
- A complaints procedure is followed in cases of alleged discrimination or unfair treatment;
- Family friendly working practices are developed;
- Staff development in equality and diversity issues is included in Rotunda's annual plan for staff development, and all staff will receive refresher training on a bi-annual basis;
- Person specification and advertisements will reflect the objective requirements of the job.

4. Access to Provision

Wherever possible Rotunda will support targeted provision for groups who are under-represented.

Rotunda will aim to ensure the:

- Monitoring of applications, enrolments and outcomes by gender, ethnicity and disability;
- Provision of an annually reviewed fees policy which ensures that hardship funding is available and actively promoted to encourage disadvantaged individuals to attend appropriate courses;
- Assessment of additional support/special educational needs and strategies are carried out in a timely manner;
- Provision meets the needs of community/outreach groups and is developed and reviewed to improve physical access;
- Delivery of accessible programmes which takes account of learners' commitments.

5. The Curriculum

Curriculum development and delivery will address the variety of experiences, cultural background, skills and needs which students bring to their learning.

Rotunda will aim to ensure:

- Teaching and learning methods and materials are non-discriminatory and inclusive;
- Course teams/tutors regularly review assessment methods, teaching styles and materials and ensure learners make good progress relative to individual starting points;
- Timely identification and assessment of Learning Support requirements for all learners;
- Data is used to monitor and improve participation and achievement of learners for all minority groups;
- Good practice with regard to equality and diversity in the curriculum is shared and celebrated by staff;

- Where relevant, employers are involved in design, delivery of curriculum and provision of appropriate work placements, in a way that challenges stereotypes.

6. Links with the Community

Rotunda will widen participation and strengthen links with all sections of the community which it serves through the following activities:

- Analysis of the demographic profile of Liverpool and neighbouring areas, in order to inform planning regarding the needs of all groups in the community, and to assess the relevance of current provision;
- Networking with statutory, voluntary and private organisations to secure the provision of learning in the community;
- Continued development of opportunities to work with community organisations and other local partnerships.

7. Rotunda environment and facilities

Rotunda will provide a welcoming, safe environment which encourages access and participation by all sections of the community to high quality learning and support facilities.

Rotunda will aim to ensure:

- Accommodation is welcoming, accessible to all and appropriate for learning;
- A property strategy that seeks to develop the best possible learning environment and resources;
- Student support services which enhance students' total learning experience;
- An environment in which all staff and students are able to observe individual needs;
- An environment in which all staff and students should feel safe, secure and free from bullying, harassment and discrimination.

8. Responsibilities of the Charity

As the Trustee body of Rotunda Ltd, the charity and its individual members have specific responsibilities with regard to ensuring that the principles of equality, diversity and inclusion are embedded throughout the organisation.

The responsibilities of Charity with regard to equality, diversity and inclusion are:

- to ensure there is no unfair discrimination;
- to act positively where appropriate to ensure legal duties are met;
- to ensure that all employees are aware of their equality and diversity duties and responsibilities;
- to promote Rotunda and its ability to respond appropriately to the needs of a diverse student body, the wider community it serves and those of its employees;
- to ensure no unfair or unlawful discrimination takes place and to recognise that they will be liable for the discriminatory acts of employees;
- Rotunda policies, procedures and action plans comply with anti-discrimination legislation and are not unlawfully discriminatory;
- they take responsibility for eliminating discrimination;

- they promote equality of opportunity.

9. Responsibilities of the Rotunda Management

It is the responsibility of the Rotunda management to ensure that the Equality, Diversity and Inclusion Policy agreed by Trustees is implemented, monitored and reviewed effectively and to use effective leadership and management to ensure that:

- Equality, Diversity and Inclusion is incorporated into strategic and operational planning, and is effectively monitored against national/local benchmarks etc.;
- Rotunda policies and procedures are the subject of Equality & Diversity Impact Measures(EDIMs);
- Rotunda curriculum provision is responsive, accessible and flexible in meeting diverse learner needs;
- there is disabled access, advice and support in respect of childcare, and provision for meeting religious and dietary needs;
- there are positive action measures in place to address any issues of staff and/or learner under-representation;
- There is a programme of effective support measures for both learners and staff which promotes a culture of inclusiveness and reinforces positive values and codes of behaviour consistent with a policy of non-tolerance of all forms of discrimination.

10. Responsibilities of Students

Students have a responsible role to play in supporting the Rotunda in delivering this Equality, Diversity and Inclusion Policy. Rotunda requires all students to:

- conduct themselves at all times in a way that shows consideration for all members of the Rotunda community and is not detrimental to the reputation of the organisation;
- observe Rotunda regulations;
- show respect for the Rotunda environment and encourage others to do the same
- not behave in any way which is offensive to others;
- treat everyone with respect.

11. Expectations of Partners (Schools, Employers, Parents/Carers etc)

Rotunda will take steps to ensure partners and agents understand that they must not discriminate against students, or harass or victimise them, and that they understand our duties in relation to making reasonable adjustments for disabled students.

Each Partner shall in providing the services and education under this Agreement comply with the: Equality Act 2010 which merges the:

- ➤ Equal Pay Act 1970
- ➤ Sex Discrimination Act 1975
- ➤ Race Relations Act 1976
- ➤ Disability Discrimination Act 1995

- ➤ Employment Equality (Religion or Belief) Regulations 2003
- ➤ Employment Equality (Sexual Orientation) Regulations 2003
- ➤ Employment Equality (Age) Regulations 2006
- ➤ Equality Act 2006, Part 2
- ➤ Equality Act (Sexual Orientation) Regulations 2007

12. Rotunda Equality, Diversity and Inclusion measures:

Rotunda has the following equality objectives, that form part of the equality, diversity and inclusion action plan, reviewed through the well-being group. Whilst the objectives are quite broad, the equality and diversity action plan, will focus on key improvements that fall within the objectives, as and when trends or actions emerge:

To address the underperformance of specific groups within Rotunda, especially the following groups, students that declare a learning difficulty and/or disability and children who are looked after:

- Eliminate any form of discrimination between students, staff and other stakeholders
- Ensure the Rotunda environment and facilities are inclusive to all and where possible reasonable adjustments are made if necessary
- To continue to promote inclusivity and develop student's awareness of how to live in an inclusive environment
- Encourage participation of underrepresented staff and student groups in Rotunda activity

Policy Statement

Rotunda Ltd will take steps to advance equality of opportunity, foster good relations and eliminate discrimination or harassment across all the protected characteristics (age, race, gender reassignment, disability, marriage and civil partnership, religion and belief, pregnancy and maternity, gender, sexual orientation) within the Rotunda community.

Our vision statement about Equality

Rotunda seeks to foster warm, welcoming, and respectful environments, which allow us to question and challenge discrimination and inequality, resolve conflicts peacefully and work and learn free from harassment and violence.

We recognise that there are similarities and differences between individuals and groups but we will strive to ensure that our differences do not become barriers to participation, access and learning and to create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.

We will build on our similarities and seek enrichment from our differences and so promote understanding and learning between and towards others to create cohesive communities.

Aims of this policy

This policy aims to meet our obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the **Equality Act 2010**.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.

To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined/based on capability, qualifications, experience, skills and productivity.

We actively seek out opportunities to embrace the following key concepts:

Shared Humanity - Identifying commonality and shared values, aspirations and needs underpins our approach to equality. We value our fundamental similarities and universality

Valuing difference and diversity - We appreciate the richness within our differences and look for ways of celebrating and understanding them better

Interdependence, interaction, and influence- We recognise that, as they evolve, distinct cultures, beliefs and lifestyles will impact on and inform each other

Social cohesion - within Rotunda and within our local community

Personal and cultural identity - We will provide opportunities to explore and value the complexity of our personal and cultural identities

Fairness and social justice - We will develop our understanding of the inequality that exists in society and explore ways of individually and collectively promoting a more equitable society.

Legislation and guidance

Definition of discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect.

This document meets the requirements under the following legislation:

- **The Equality Act 2010**, which introduced the public sector equality duty and protects people from discrimination.
- **The Equality Act 2010 (Specific Duties) Regulations 2011**, which require schools and colleges to publish information to demonstrate how they are complying with the public sector equality duty and to publish equality objectives.

This document also complies with our funding agreement and articles of association.

Roles and responsibilities Board of Trustees

- Ensure that Rotunda complies with equality-related legislation.
- Ensure that the policy and its procedures are implemented by the CEO.
- Ensure all other Rotunda policies promote equality.

Roles and responsibilities of CEO and Senior Management Team

- Implement the policy and its related procedures.
- Make all staff aware of their responsibilities and provide training as appropriate to enable them to effectively deliver this policy.
- Take appropriate action in any case of actual or potential discrimination.
- Ensure that all staff understand their duties regarding recruitment and providing reasonable adjustments to staff. It is unlawful for an employer to enquire about the health of an applicant for a job until a job offer has been made, unless the questions are specifically related to an intrinsic function of the work - for example ensuring that applicants for a teaching post have the physical capability to carry out the duties. We should no longer require job applicants to complete a generic health questionnaire, nor seek out past sickness records until they have made a job offer.
- Ensure that all staff and learners are aware of the process for reporting and following up bullying and prejudice-related incidents.

All staff

- Enact this policy, its commitments and procedures, and their responsibilities associated with this policy.
- Deal with bullying and discriminatory incidents and know how to identify and challenge prejudice and stereotyping.
- Promote equality and good relations and not discriminate on any grounds.
- Attend such training and information opportunities as necessary to enact this policy and keep up to date with equality legislation.
- To be models of equal opportunities through their words and actions.
- Refrain from engaging in discriminatory behaviour or any other behaviour that contravenes this policy.
- To be aware of, and comply with, the Rotunda equality policy.
- To refrain from engaging in discriminatory behaviour (for example, racist language) on Rotunda premises.

Eliminating discrimination

Rotunda Ltd is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions. Where relevant, our policies include reference to the

importance of avoiding discrimination and other prohibited conduct. Staff and Trustees are regularly reminded of their responsibilities under the Equality Act.

Advancing equality of opportunity

Rotunda Ltd aims to advance equality of opportunity by:

- Removing or minimising disadvantages suffered by people which are connected to a particular characteristic they have (e.g. learners with disabilities, or gay learners who are being subjected to homophobic bullying).
- Encouraging people who have a particular characteristic to participate fully in any activities (e.g. encouraging all learners to be involved in the full range of activities). In fulfilling this aspect of the duty, Rotunda will:
- Publish attainment data each academic year showing how learners with different characteristics (Gender, Disadvantaged) are performing.
- Analyse the above data to determine strengths and areas for improvement, implement actions in response and publish this information.
- Make evidence available identifying improvements for specific groups (e.g. declines in incidents of homophobic or transphobic bullying).
- Publish further data about any issues associated with protected characteristics, identifying any issues which could affect our own learners.

Fostering good relations

Rotunda Ltd aims to foster good relations between those who share a protected characteristic and those who do not share it by:

- Promoting tolerance, friendship and understanding of a range of religions and cultures through different aspects of our activities. This includes citizenship and personal, social, health and economic education, but also activities in other areas. For example, as part of teaching and learning in English/reading, students will be introduced to literature from a range of cultures.
- Working with our local community.
- Encouraging and implementing initiatives to deal with tensions between different groups of learners within Rotunda.
- We have developed links with people and groups who have specialist knowledge about various protected characteristics, which helps inform and develop our approach.

Responding to prejudice-based incidents:

We interpret our duties positively; take the necessary actions to remove barriers to inclusion and work hard to ensure a safe, positive, and inclusive environment. We recognise that hate incidents or prejudice –based bullying behaviour is driven by negative assumptions, stereotypes or misinformation. These are then directed against an individual or group, based on difference (real or perceived), and linked to, for example, racism, homophobia, negative views of disabled people or sexism.

We will take action to prevent, challenge and eliminate any such behaviour.

- We recognise that we as individuals and society often struggle with difference of any kind (perceived or actual), which can result in seizing upon the most visible sign of difference e.g. skin colour or disability.
- We want our learners to understand better the diversity that exists in society. We want to provide opportunities for them to explore the subtleties and complexities so that they can prevent and respond to incidents and situations.
- We will address the experience, understanding and needs of the victim, the perpetrator, bystanders and the wider community through our actions and responses.
- We will record all hate incidents and prejudice-based bullying. We will use this information to identify trends and patterns, so that we have approaches in place to provide appropriate responses in terms of support for victims and their families, sanctions and support for perpetrators and their families and education for our children, young people and communities.

Equality considerations in decision-making

Rotunda Ltd ensures it has due regard to equality considerations whenever significant decisions are made. We always consider the impact of significant decisions on particular groups of learners.

Equality objectives

Objective 1: We will monitor the progress and achievement of learners by the relevant and appropriate protected characteristics. This information will help us to ensure that individual learners are achieving their potential. That we are being inclusive in practice, and trends are identified which inform the setting of our equality objectives and the development plan.

Objective 2: We will collect and analyse information about protected characteristics in relation to staff recruitment, retention, training opportunities and promotions to ensure all staff have equality of opportunity. We will not ask health related questions to job applicants before offering a job, unless it relates to an intrinsic function of the work they do. We will make reasonable adjustments such as providing auxiliary aids for our disabled staff.

Objective 3: We will make reasonable adjustments to ensure the school environment and its activities are as accessible and welcoming as possible for learners, staff and visitors to Rotunda. We are also committed to ensuring staff with a disability have equality of opportunity.

Objective 4: We will take reasonable and necessary steps to meet learners' needs by using a variety of approaches and planning and reasonable adjustments for disabled learners, enabling our learners to take as full a part as possible in all the activities of Rotunda.

Objective 5: Train all members of staff and trustees involved in recruitment and selection on equal opportunities and non-discrimination. Training evaluation data



will show that 100% of those attending have a good understanding of the legal requirements.

Objective 6: We will collect and analyse information about protected characteristics in relation to staff recruitment, retention, training opportunities and promotions to ensure all staff have equality of opportunity. We will not ask health related questions to job applicants before offering a job, unless it relates to an intrinsic function of the work they do. We will make reasonable adjustments such as providing auxiliary aids for our disabled staff.

Objective 7: Where and when possible, train members of staff and trustees involved in recruitment and selection on equal opportunities and non-discrimination. Training evaluation data will show that 100% of those attending have a good understanding of the legal requirements.

Objective 8: Include the 'Two Ticks' positive about people with disabilities symbol on all job adverts, application forms and information, to help address the under-representation of people with disabilities in the workforce.

Monitoring arrangements

The Board of Trustees will review this document every year.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	9 th May 2023	Annual	10 th May 2024	