

Equality and Diversity - Principle statement

STA is committed to equal opportunities for all. Our policy is to ensure that no person involved, or associated with, STA receives less favourable treatment on the grounds of any identifiable discriminatory cause.

STA believes in human rights for all those connected with the organisation and all members of society. We recognise protected characteristics:

- Age
- Disability
- Marriage, or civil partnership
- Gender re-assignment
- Pregnancy and maternity
- Religion and belief
- Race
- Gender and
- Sexual orientation

No action shall be taken against them by any person connected with STA which would devalue their contribution to society or to this organisation, or lead to a loss of self-respect for them or respect for them from others.

However, we believe in order and social discipline both in society and in the organisation of work-based training. We hold the right to request a standard of dress appropriate with circumstance and safety at work.

Access will be provided to learners with any disability and learners with any specific requirements for learning will be identified and access provided.

The result of all initial assessments for learners and any tests for staff will always be given to them; and always in surroundings which preserve individual confidentiality. Furthermore we confirm that we will, if unable to help them specifically, refer them to other agencies or organisations so that a continuous pathway of help and advice is formed.

We will comply fully with the letter and intention of all laws and directives. We are committed to the fulfilment of all agreements, regulations and Acts which may have implications for our role in vocational training. Amongst these are the following:

Human Rights Act 1948 and 1988
Equal Pay Act 1970
Health and Safety at Work Act 1974
Rehabilitation of Offenders Act 1974
Sex Discrimination Act 1975
Race Relations Act 1976
Race Relations (Amendment) Act 2000
European Equal Treatment Directive 1976
Copyright, Designs and Patents Act 1988
Disability Discrimination Act 1995

Special Education Needs and Disability Act (SENDA) 2001 Act
One World Equal Opportunities guidance
Employment Rights Act 1996
Protection from Harassment Act 1997
Treaty of Amsterdam 1997
Public Interest Disclosures Act 1998
Data Protection Act 1998
Working Time Regulations 1988
Sex Discrimination (Gender Reassignment) Regulations 1999
Part Time Workers Regulations 2000
Common Accord for Awarding Bodies
ACAS code of Practice

Up-to-date copies are held on the office external hard drive.

To protect staff and learners alike there are procedures to ensure that each person has a redress against harassment and bullying at work or during any part of training. There are procedures for redress of complaint, and for the re-evaluation of decisions taken by assessors following complaints from learners.

Anyone whose personal data is stored on a STA computer will have the right of access to it. Anyone who is permitted to take up copyright of designed material will have that copyright honoured. Health and Safety at work will be paramount. These procedures are listed below:

STA Equal Opportunities procedures:

- Advice and guidance for redress against harassment and bullying
- Advice and guidance on making complaints and redressing grievances
- The right to have a friend, supporter or mentor present during interviews
- The right to join a trade union
- The NVQ Assessment appeals procedure
- Access to personal data
- Copyright of designed training notes and other materials
- Health and Safety – procedure for identification and notification of omissions
- Advice and guidance on referrals of staff and learners to other agencies and organisations for further help and advice
- Procedure for staff recruitment, selection, promotion, training, redundancy and retirement or dismissal
- Procedure for learners' recruitment including avoidance of stereotyping
- Guidance on advice and permissions to staff and learners concerning religious beliefs, including customs, festivals and holy days
- Advice and guidance on the rehabilitation of ex-offenders
- Restrictions in the use of the Internet – limitations on access to certain websites
- Advice and guidance on the design and content of potentially offensive material
- Advice and guidance on the design and content of training materials and sessions

Health and Safety Policy

STA is committed to maintaining safe and healthy working conditions, providing and maintaining any equipment and machinery in a safe condition and ensuring the safe storage/use of substances.

Aim:

To ensure that health and safety is given adequate consideration during all activities
To ensure that staff, learners, visitors, contractors and other employees understand that they have a legal obligation to themselves and each other, regarding health and safety.

To do this, the following rules and procedures must be followed at all times whilst with STA:

- Employees of STA are engaged as competent to conduct their work and are trained to ensure safe working conditions
- All employees have received 'Prevent' training
- any requirement served in writing by STA about Health and Safety regulations or procedures must be followed immediately
- there will be assessments of risk to help the prevention of accidents and cases of work related ill-health
- persons must not compromise the safety or welfare of others whilst on the premises of STA
- persons must not tamper or interfere with any fire detection or fire fighting equipment, or do anything else which may prejudice the validity of STA's fire insurance policies
- Emergency procedures will be explained to all learners and staff will be subject to training in evacuation procedures in the case of fire or other significant incident
- persons are advised that it is against the law to smoke anywhere on STA's premises. STA is committed to providing a safe and pleasant working environment and will ensure the health and safety of all persons who may be affected by our activities by:
 - conducting annual audits to ensure health and safety control measures and emergency procedures are in place and are effective, properly used, monitored and maintained
 - conducting risk assessments at all venues to identify and minimise the effect of potential hazards. All venues/equipment used will be safe to use and learners and staff will be safe
 - providing information, instruction, training and supervision to ensure that all persons are informed of any associated risks and are competent to supervise or undertake activities required
 - providing adequate and appropriate buildings, equipment and facilities to comply with legislation to ensure welfare at work, and any additional requirements of Awarding Organisations
 - consulting with staff and learners assessed in the workplace on day-to-day health and safety conditions
 - implementing systems of work that are safe and where there are risks to health these are controlled
 - keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.