

POLICY DOCUMENT

• Equality, Diversity & Inclusivity Policy

Name of Policy	Date Effective	Review Date	Signature
Equality, Diversity & Inclusivity Policy	13 th December 2016	13 th December 2017	<i>S.J.Hardy</i>

FW Solutions Ltd is committed to the principles of equality, diversity and inclusivity and opposes all forms of unlawful or unfair discrimination, direct or indirect. It is in the company's best interests and those of all it serves and employs to:

- Ensure that the resources, talents and skills of its employees are fully utilised.
- Provide services and opportunities equally and fairly to all employees, applicants for employment and learners irrespective of colour, age, race, religion, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability or spent convictions.
- Ensure that no employee, applicant for employment or conditions or requirements, which cannot be shown to be relevant to the job, disadvantage candidates.
- Oppose harassment, affecting the dignity of women or men at work.
- Prevent the victimisation of any person who raises a complaint within the scope of this policy.
- Ensure all employees are aware of their personal responsibility for the implementation of this policy.
- Any allegations of discrimination will be investigated and the appropriate action will be taken.
- Review the Equality, Diversity & Inclusivity Policy and its implementation on an annual basis.

• Equality, Diversity & Inclusivity Policy

Disability Policy Statement

At FW Solutions Limited we want you to be successful. We have written this statement to help you decide if we can provide the right sort of support to help you learn and succeed in your training programme. We can only help if we know what your individual needs are, so come and talk to us to find out how much we can do for you.

This Disability Statement relates to the definition referred to in the Disability Discrimination Act 1995 and all subsequent amendments.

This is that:

‘A person has a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.’

It may apply to people who:

- Have a learning difficulty
- Have a physical disability or medical condition
- Are deaf or have a hearing difficulty
- Are blind or partially sighted
- Find communication difficult
- Have a mental health difficulty



This statement also complements our Equal Opportunities policy, which aims to prevent any kind of discrimination.

FW Solutions Limited is committed to providing suitable equipment, resources, facilities and staff support to ensure that learners who suffer from some form of disability receive the best possible support to achieve their learning objectives.

• Equality, Diversity & Inclusivity Policy

Staff Recruitment Statement

FW Solutions Limited recognises many people, particularly those from minority communities and women, experience inequality in society and the workplace. It will therefore endeavour to lead by example, taking individual and organisational steps to challenge prejudice and discrimination and, in doing so, actively promote a working environment which is conducive to good working relationships and which is free of fear and intimidation.

FW Solutions Limited will not discriminate on any grounds that cannot be justified, including: disability, employment status, gender, address, marital status or civil partnership, nationality, gender reassignment, age, religion or religious belief, sexual orientation, race, trade union membership, or dependants.

Furthermore, we will ensure that appropriate resources will be allocated to ensure managers and staff are aware of their professional and personal responsibilities to each other. This policy statement will underpin all decisions taken by FW Solutions Limited and all actions by its employees in all areas of its work, including recruitment, employment and service delivery.

We encourage employees to recognise that equality is not about 'treating everybody the same', but recognising we are all individuals, unique in our own way, equality and fairness is about recognising, accepting and valuing people's unique individuality according to their needs. This often means that individuals may be treated differently, yet fairly, based on their needs.

All staff training needs are linked into initial interviews and annual appraisals. Staff members are actively encouraged to seek out suitable CPD opportunities and bring them to the attention of the directors who will endeavour to support these.

• Equality, Diversity & Inclusivity Policy

Secure storage, handling, use, retention and disposal of Disclosures and Disclosure information Policy Statement

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, FW Solutions Ltd complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligation under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access – Disclosure information is never kept on an applicants personnel file and is always kept separately and securely, in lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling – In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage – Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention – Once a recruitment (or other relevant) Decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal – Once the retention period has elapsed; we will ensure that any Disclosure information is immediately suitably destroyed by secure means i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

• Equality, Diversity & Inclusivity Policy

Reforms on Special Education Needs and Disabilities (SEND) Arrangements

The Children and Families Act 2014 brings in the most significant changes to special educational needs (SEN) in the last 30 years. As an independent training provider, FW Solutions does not have any legal duties under the Act. The company has however been proactive in understanding how the reforms may impact on the company particularly:

- Becoming familiar with EHCPs (Education and Health Care Plans) especially when looking at applications from school leavers from year 11.
- Taking steps to be included in the local authority Local Offer for each area from which we accept learners.

Access to Assessment

This document outlines FW Solutions Ltd Centre policy for providing equal opportunities. A copy of this document will be supplied to all candidates on commencement of their chosen award, along with a copy of the centres Appeals and Complaints procedure.

The centre will be committed to give equal opportunities to everyone, regardless of their culture, age, disability, ability, sexual orientation, religion, nationality, ethnic origin, marital status, social class and employment.

It will promote practice and procedures that will give equal opportunities to all, and work toward removing all practice and procedures that discriminate.

The award standards will be selected according to equal opportunities best practice.

Support will be given to everyone equally and wider access to the awards to include people who are under- represented.

The centre documentation will be easily understood and not reflect a stereotyped or biased attitude.

Promote quality assurance that applies fair process, with assessments being based on award requirements only without discrimination.

Advice will be given in a sensitive way, promoting confidentiality to meet candidates' needs.

The policy will be reviewed regularly through lead IV meetings to ensure it is in line with current UK Legislation and EU directives.