



## **North Tyneside Council**

### **Adult Learning Service**

## **Equality and Diversity Protocol**

<b>DOCUMENT CONTROL</b>	
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## Key Principles

North Tyneside Adult Learning Service Equality and Diversity protocol works within the principles of The Equality Act 2010.

- Putting into practice and promoting the entitlement **everyone** has to equal rights and the same opportunities
- Seeking to identify and eliminate all forms of discrimination, whether overt, covert or by omission, including discrimination on the grounds of:
  - age
  - disability
  - gender reassignment
  - race
  - religion or belief
  - sex
  - sexual orientation
  - marriage and civil partnership
  - pregnancy and maternity
- Embracing diversity, and working to ensure equal access to our learning programmes and resources
- Encouraging, supporting and helping all learners and staff to reach their full potential

*“Equality means everyone has a room in the house, Diversity means everyone feels at home.”*

This protocol sits under the Equality and Diversity Policy of North Tyneside Council and is written in two parts.

Section One: sets out how the Service will aim to eliminate discrimination and promote good relations between people of different groups. It also sets out the responsibilities of staff, learners and others.

Section Two: outlines how the Service will discharge its specific duties under the Equality Act 2010.

## **Section One: Equality and Diversity Protocol**

### **How the Service will act on the Key Principles listed above**

In supporting the Key Principles listed above, the Service will:

1. Work to ensure equality of access and resources for all learners and for staff
2. Provide an environment which promotes equality of opportunity and is free from unlawful discrimination, harassment or victimisation of any kind
3. Respect equally, support appropriately and reward fairly each learner and each employee
4. Enable staff to put equality of opportunity into practice
5. Monitor and evaluate Equality and Diversity in teaching and the working environment
6. Comply with all current equality and data protection legislation in employment and provision of teaching and services

## **Section Two**

This protocol should be read in conjunction with the Equality and Diversity protocol set out above, and in particular the **Key Principles** listed at the beginning of the document.

### **Scope**

The Equalities Act legislation has placed a duty on public authorities, to promote equality and in particular to:

Eliminate unlawful discrimination on the grounds of:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

- Promote equality of opportunity

Discriminatory behaviour may be direct or indirect and includes harassment or bullying, segregation, isolation, exclusion, or inappropriate expectations.

The Adult Learning Service operates within the Equality Act 2010. The Act became law in October 2010 and harmonises and replaces previous legislation, such as the Race Relations Act 1976, and the Disability Discrimination Act 1995.

The Equalities Act ensures consistency in how agencies ensure a fair environment and comply with the law.

## **Responsibility for Equality and Diversity**

Key responsibilities under this protocol are set out below:

- Adult Learning Service Programme Managers are responsible for raising staff awareness of their responsibilities under Equal opportunities legislation, and for monitoring associated procedures. They are responsible for ensuring that there is an appropriate response where learners or staff are disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly.
- Programme Managers are responsible for ensuring that Tutors/Assessors understand equality and implementation of these diversity issues and know how to report any perceived discrimination, harassment, or inequality of opportunity.
- All staff are responsible for promoting proactive dialogue about Equality and Diversity issues and practices amongst partner organisations, tutors and learners
- Tutors/Assessors are responsible for promoting diversity and equality of opportunity amongst learners, and ensuring that all instances of contravention of the policy are reported promptly to their Programme Manager

- Learners are responsible for ensuring that they treat staff and fellow learners with equal respect, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, and that they are able to recognise, and challenge or report any discriminatory behaviour as explained in the Learner Entitlement Statement.

In addition to the Equal Opportunities Protocol the Adult Learning Service has a number of supplementary protocols and procedures that focus on the following:

- Every Learner Matters Pledge – Appendix 1
- Learner Entitlement – Appendix 2

It also compliments the Respect and Consideration for Others Policy which includes:

- Harassment and Bullying Procedure
- Learner Disciplinary Procedure



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Appendix 1**

## **Every Learner Matters Pledge**

### **The Adult Learning Service will provide learning that:**

- Respects and values all cultures and communities
- Celebrates difference
- Ensures equal access to our learning programmes and resources
- Encourages, supports and helps all learners to reach their full potential

### **As a learner you will be expected to:**

- Treat others with respect
- Think about your own and others' safety
- Try to go to all the sessions and be on time
- Take care of equipment and buildings

*The Adult Learning Service values all learners and future learners and will not put up with bullying or harassment for any reason.*



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Appendix 2**

## **Learner Entitlement**

We want all learners to know that we will make the best use of resources.

Learners can expect the following from the Adult Learning Service:

- A wide choice of courses in schools, colleges, at work or in the community
- Learning in places that are easy to get to, suitable for adults and which welcome and respect everybody
- Help to choose the right course to suit your needs and aims
- Individual support, if needed, throughout the course
- High quality teaching and learning for every learner
- Help to develop the skills needed to improve and manage your own learning
- Help in deciding what to do when the course is finished
- Courses and activities that may lead to another course or job
- A simple way to explain or to report something good, a concern or a problem. Adult Learning Service Comments, Compliments and Complaints leaflets are available in all learning centres.

Further support for learners is available – for details please refer to the Learner Handbook, available at induction and in all centres or from your tutor.