


COMPASS

Equality & Diversity Policy



Version 6
01.03.25

COMPASS

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Policy Approved by:	Debbie Williams
Signed:	
Approved by the Governing Body:	01.03.2025

DOCUMENT HISTORY		
v3	06.03.2022	Reviewed by D. Williams, roles and responsibilities updated, and format of policy changed to Compass company policy format.
v4	06.03.2023	Policy reviewed by D Williams to include the responsibility of the governing body.
v5	06.03.2024	Review by Willem Green with no significant changes
v6	01.03.2025	Review by Willem Green with no significant changes

1.0 Purpose

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1.0 PURPOSE

Compass Skills Training, referred to throughout this document as 'Compass' provides an environment where everyone can contribute and be appreciated for who they are. All staff, associates, clients and learners (including apprentice learners) help to make Compass what it is. We strive to provide an inclusive, respectful and considerate environment where you can be yourself and where you are supported to accomplish your goals.

The Governing Body is responsible for ensuring compliance with this policy. We aim to ensure that:

- All staff, associates, clients and learners feel safe, included, comfortable and supported to be their very best in all that they do;
- Compass is the best it can be, with high performing and diverse staff, associates and learners;
- All staff, associates and learners visibly contribute to the values of Compass and our wider impact.

To achieve our goals and live our values, we aim to attract, recruit and retain staff, associates and learners from the widest available pool of individuals from all groups within society. We will encourage and support you in reaching your potential.

Equally, we will work to ensure our visitors, partners, learner and other guests and members of the public find themselves treated with respect, dignity and have their right protected while working with us, visiting our premises or accessing our services and events.

2.0 SCOPE

This policy applies to all members of staff at Compass, third party employees, associates, learners and volunteers who in the course of their duties, whilst on Compass business, may have contact with children (i.e., individuals under 18 years old) or adults at risk of harm.

For the purpose of this policy, 'learners' include those on short courses, NVQ programs and apprenticeships.

3.0 OUR COMMITMENT

We are committed to provide equality of opportunity, outcomes and experiences and fostering good relation for our diverse environment. We will work to ensure that all our staff, associates, clients and learners, as well as those who seek to work or study with us, are treated fairly and are not subjected to unlawful discrimination by Compass on the basis of their protected characteristics(s).

Our approach to providing equality, diversity and inclusion builds on the Equality Act 2010, which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society on the grounds of:

- Age;
- Disability;
- Gender reassignment (a personal sense of one's own gender; this can correspond to or differ from the sex we are assigned at birth);
- Marriage of civil partnership;
- Pregnancy and maternity;
- Race (includes colour, nationality (including citizenship, ethnic or national origins);
- Religion of belief, including philosophical belief and a lack of belief;
- Sex;
- Sexual orientation.

In addition to being unjust, we believe that discrimination on the grounds of these characteristics represents a lost opportunity to draw on rich and diverse perspectives and experiences, and potentially denies individuals a voice and an opportunity to reach their full potential.

We acknowledge that discrimination and disadvantage can take different forms and are not always overt or intended; nevertheless, the impact can be profound.

4.0 IMPLEMENTATION OF THE POLICY

The governing body will ensure that:

- Employee, associates, clients and learners are aware of the equality and diversity policy and the procedures for making a complaint;
- This equality and diversity policy is reviewed at least annually;
- The implementation of the equality policy is monitored, and progress is reported to the Directors annually;
- Equality is taken into consideration, where appropriate, in policies, strategies and procedures to ensure that they promote equality and do not unlawfully discriminate;
- Employees, associates, learners and any union representatives are provided with appropriate forums to discuss equality and diversity issues and raise any concerns.
- Procedures are in place for the fair appointment, promotion and development of employees, and the fair selection, teaching and assessment of learners, free from unjustifiable discrimination.
- Managers and other employees as appropriate are provided with equality and diversity training;
- Compliance with the equality and diversity policy is part of the job description for all employees and the contract for services with any associates or third-party provider.
- Actions to implement the equality and diversity policy and any single equality scheme will be reviewed at least annually as part of the performance review process.

Everyone is expected to support and implement the equality and diversity policy and ensure that their behaviour and/or action do not amount to discrimination or harassment in any way.

5.0 THE LEARNER EXPERIENCE

Admission – all appropriately qualified applicants will be given equal consideration during the selection process and will not be discriminated against on any grounds. We welcome and support people with disabilities, including specific learning needs and will make reasonable adjustments to meet specific requirements.

Selection – entry qualification for courses will only include those that are necessary and justifiable. All selection processes will be thorough, carried out objectively and will only address the applicants' suitability for the course requirements. Employees involved in the selection process will be adequately trained in this.

Curricula – it is the responsibility of course and program leaders, and all other employees who set and teach curricula and syllabi, to promote equality and to avoid bias and discrimination in these areas. All employees are encouraged to capitalise on opportunities to promote equality, where appropriate through the curricula.

Learning materials – these should be non-discriminatory. If discriminatory material is used to make a point, the discriminatory nature should be pointed out by the person using the material.

Advice and support – counselling and advice for workers, associates and learners in relation to discrimination, harassment and bullying is available from the Compass Occupational Health team and Safeguarding Lead and Officers.

Physical environment – Compass recognises that we have an anticipatory duty to ensure accessibility across our premises and to ensure that this is effectively monitored.



6.0 THE EMPLOYEE EXPERIENCE

Recruitment – all appropriately qualified applicants will be given equal consideration during the recruitment process and will not be discriminated against on any grounds.

Selection and promotion – selection criteria for all posts will be clearly defined and reflect in the job description. Short listing and interviewing processes will be thorough, carried out objectively and without unlawful discrimination. All employees involved in these processes will be appropriately training in recruitment and selection and be aware of the relevant employment legislation. Interview panels will aim to include both genders other than in exemptional circumstances.

Compass welcomes applicant from suitably qualified disabled persons and will make reasonable adjustments to the selection process and to the workplace and working arrangement to accommodate successful disabled applicants.

Working conditions – Compass will listen to individual needs and will have open discussions with employees to assist with any requests such as religious observance and caring for dependants in line with current policies, procedures and relevant legislation.

Advice and support – is available from line managers and the Head of Operations. This includes specific advice for employees in connection with learning, teaching and support of disabled students.



7.0 IMPLEMENTATION OF THE POLICY

If an employee, associate, client or learner believes that they have suffered any form of discrimination, harassment or victimisation Compass will take the matter seriously.

All complaints will be dealt with in accordance with the agreed procedures. Anyone who makes a complaint of discrimination will not be victimised and we will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly.

Learners can raise the matter through their Personal Tutor in the first instance. Learners can also raise the matter with the Training Coordinator or Head of Operations.

8.0 ADVERTISING AND INFORMATION

Compass publications and advertisements for employees and student recruitment will state Compass's commitment to Equality and Diversity. Language and images used in all publications, written and electronic material will not be discriminatory. Course information will show clear entry requirements and outline facilities available to students.

Information regarding job vacancies will be circulated internally and all posts will be advertised externally, unless there are justifiable reasons to do otherwise.

9.0 PROMOTION OF EQUALITY AND DIVERSITY

This policy will be available on the website of Compass as well as other Virtual Learning Environments used by Compass.

The contents of this policy will be communicated through induction sessions with new learners and induction training with new employees and associates.

10.0 MONITORING OF EQUALITY AND DIVERSITY

Compliance with this policy will be monitored through internal audits, review of complaints and through feedback from awarding organisations.

A review of the data provided by learners and employees such as gender and ethnicity will be reviewed to monitor the effectiveness of our policy in the recruitment and enrolment of individuals from groups with protected characteristics.