



# **SCLS Equal Opportunities Policy** **2024/2025**

Date reviewed: July 2024  
Next review date: July 2025

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# 1. Equal Opportunities Policy

Sefton Adult & Community Learning Service is part of Sefton MBC Inward Investment & Employment and as such adheres to and is guided by the Equal Opportunity policies and procedures of Sefton Council.

<https://www.sefton.gov.uk/your-council/plans-policies/communities/equality-and-diversity.aspx>

This document sets out the Equal Opportunities policy in the context of the Adult & Community Learning Service.

## 1.1 Statement

Sefton Adult & Community Learning Service is aiming to create an environment where all learners and staff are treated with respect and are not subjected to any discrimination.

No member of staff or learner of the Service should receive less favorable treatment on the grounds of the following protected characteristics:

- Sex
- Marriage or civil partnership (in employment only)
- Religion or belief
- Race
- Age
- Gender reassignment
- Pregnancy and maternity
- Sexual orientation
- Disability

Nor be disadvantaged by requirements which cannot be shown to be justifiable; any behavior involving actions or words reflecting prejudice on such grounds and liable to cause offence will be subject to disciplinary action. Similarly, discrimination by association will not be tolerated.

At Sefton Community Learning Service, we adhere to Sefton Council Accessible Communications Policy

[Accessible Communications Policy. How we communicate with people in a way they can understand. 2022 - 2024. \(sefton.gov.uk\)](#)

Sefton Council aims to make the content of its website accessible for all and has produced an Accessibility Statement to inform service users of the level of accessibility across its webpage and how to access its content should they encounter any barriers.

Sefton Council's Accessibility Statement is published on its website:

<https://www.sefton.gov.uk/miscellaneous-pages/about-this-website.aspx>

## **1.2 Practice**

In order to achieve equality of opportunity the Service is committed to ensuring that:

- Procedures ensure fair and equitable treatment in relation to learner recruitment and assessment.
- Action is taken to make teaching and learning environments accessible to all in respect of reasonable adjustments
- All content published on Sefton Council's website is accessible to all, this includes offering alternative formats.
- Existing procedures are reviewed and examined to ensure that they are not discriminatory in their operation.
- The procedure for resolving complaints of discrimination is communicated to those who may need it.
- Language used in Service communication reflects the letter and the spirit of the policy.
- Positive images of diverse groups in society are used in teaching materials, display, leaflets and publications.
- Staff receive E&D training relevant to their role
- Serious breaches of the policy are dealt with through disciplinary procedures.

## **1.3 Action**

Staff and learners are expected to support this policy actively, accept the principle that there is equal opportunity for everyone and not be party to situations that could lead to unfair discrimination.

If you feel you have been the subject of discrimination or harassment by the Community Learning Service, or by one of its members of staff or by one of its learners, you should report the matter, directly or via another member of staff, to the Community Learning Manager who will take appropriate action under Sefton MBC's Policy

## 2. Equal Opportunities Curriculum Review

Sefton Community Learning Service is actively seeking to widen participation to all members of the local adult population who can benefit from adult and community learning. The resultant learner population is one that has a wide variety of needs, experiences and talents. The curriculum must be managed carefully so that no group of learners becomes marginalised within the learning community.

Curriculum areas will undertake an ongoing curriculum review of equal opportunities with the following aims in mind:

- to identify and share existing good practice in managing diversity
- to develop strategies to incorporate equal opportunities within the curriculum
- to develop support mechanisms for staff and students
- to provide guidelines
- to report annually on progress achieved

The Service has a responsibility to fulfil its legal obligations, and additionally it will work towards fulfilling the following responsibilities:

- to support every learner who can benefit from adult and community learning
- to offer a curriculum that is relevant
- to enable and encourage all learners to produce work that is free from prejudice
- to ensure that all curriculum areas and subjects are free from prejudice in terms of content, material used and delivery
- to contribute to the wider community through the attitudes, behaviour and ideas of the staff and learners
- to seek ways in which positive action may be taken to increase and/or improve provision for identified learner groups in terms of access, progression and career opportunities
- to promote the Fundamental British Values

## **2.1 Learner Support**

Sefton Community Learning Service will work towards early identification and meeting of learning support needs for all learners.

We promote equality and we support our learners by:

- offering courses in different settings, days and times
- providing information and advice before, during and at the end of the learning programmes
- discussing learners' needs to find out starting points, goals and aspirations
- offering a variety of ways to learn, e.g. informally, not leading to qualifications, face to face, remotely, etc.
- challenging discrimination and extremism
- providing support with essential skills, e.g. IT, literacy, numeracy and English language
- providing free access to Microsoft Office 365 on selected courses

## **2.2 Students with Learning Difficulties or Disabilities**

Sefton Community Learning Service welcomes learners with learning difficulties or disabilities. Additional support may be available to meet the individual needs of learners who may require specialist assistance.

The relevant curriculum manager will discuss individual needs and requirements and every effort will be made to accommodate the needs of all learners to enable everyone to achieve their full potential whilst learning with us.

- Self-referral learners may contact the main office to arrange an appointment with the support officer.
- Tutors may contact the support officer on behalf of the learner using the support request form.

### 3. The Legal Framework

**All policies are up to date with all changes known to be in force on or before August 2024.**

This policy will be implemented within the framework of relevant legislation that includes:

- Equality Act 2010 This act has replaced the Disability Discrimination Act 1995
- Equal Pay Act 2010
- Rehabilitation of Offenders Act 1974 and Exception Order 1975- New guidance from October 2023
- Sex Discrimination Act 1975 (Gender Re-assignment Regulations 1999) Modified 01/10/2010
- The Protection from Harassment Act 1997
- The Human Rights Act 1998 (including Article 12)- modified in 2018
- The Race Relations Amendment Act 2000
- Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Sefton Council strategy relating to Equality and Diversity can be found on the Council's portal. [EDI Strategy 2023-2027 \(sefton.gov.uk\)](https://sefton.gov.uk/EDI-Strategy-2023-2027)

Copies of policies relating to personnel can be found on the Council's intranet and from the Personnel Department. [Policies and procedures \(smbc.loc\)](https://sefton.gov.uk/Personnel-Policies-and-procedures)

Staff with no access to the intranet can request a copy of this policy through their line manager.