PASTways

 Date Created: 1st September 2025

 Review Date: 1st September 2026

 Signed:

Equality and Diversity Policy

Table of Contents

[Purpose 3](#_Toc202785608)

[Scope 3](#_Toc202785609)

[Commitment 3](#_Toc202785616)

[Valuing Diversity 3](#_Toc202785617)

[Equality and Diversity 3](#_Toc202785619)

[Equality Commitment 4](#_Toc202785620)

[Recruitment & Selection 4](#_Toc202785621)

[Nationality and Immigration Act 2006 4](#_Toc202785622)

[The Safeguarding Vulnerable Groups Act 2006 4](#_Toc202785623)

[Conditions of Service 4](#_Toc202785624)

[Human Resource Policies and Procedures 4](#_Toc202785625)

[Staff Training and Development 5](#_Toc202785626)

[Implementation 5](#_Toc202785627)

[Monitoring & Review 5](#_Toc202785628)

[Complaints 5](#_Toc202785629)

## Purpose

The primary objective of this policy is to reaffirm PASTways' strong commitment to promoting equality and embracing diversity as both an employer and an educational institution. Additionally, it details the organisation's comprehensive fair employment procedures and strict monitoring processes that the organisation is dedicated to implementing to maintain these fundamental values.

##  Scope

### This policy applies to all employees, potential employees, volunteers, contracted staff, university students, and members of our management team. Additionally, the following related policies are to be noted:

### - Disciplinary Policy

### - Grievance Policy

### - Bullying and Harassment Policy

### - Recruitment and Selection Policy (including Safer Recruitment)

### - Staff Dress Code

## Commitment

### Valuing Diversity

### PASTways is firmly committed to fostering a diverse workforce that mirrors the communities it serves while recognising and valuing the contributions of staff from a wide array of backgrounds. The organisation actively endeavours to cultivate an environment free from discrimination and harassment, thereby promoting an atmosphere in which all employees and students are empowered to realise their full potential.

Our policy dictates the promotion of equality for individuals, regardless of age, disability, pregnancy and maternity, sexual orientation, race (including nationality, ethnic or national origin), gender (including gender reassignment), marital status (including civil partnership), domestic circumstances, carer responsibilities, religion or belief, and trade union membership.

### Equality and Diversity

PASTways is fully committed to being an equal opportunity employer and unequivocally opposes all forms of unlawful and unjust discrimination. We are unwavering in our determination to ensure the following:

• All individuals associated with the project are treated equitably, without discrimination based on any prohibited grounds.

• Our employment practices strictly follow current equality laws and relevant codes of conduct. Decisions regarding recruitment, promotions, training, and other benefits are made fairly, without unlawful discrimination, and based on objective criteria.

• We endeavour for our workforce, including volunteers, to reflect the diverse society we serve and to promote a work environment free from discrimination, harassment, intimidation, bullying, or victimisation.

We believe that promoting equal opportunity across all our activities will benefit the Trust. Our policy aims to support the full development of all staff and to make the most of their talents and resources for the best outcome of the project. All employees are expected to fully endorse this policy, and any cases of discrimination or harassment by staff will be dealt with according to the project’s Disciplinary Policy. Confirmed cases of discrimination or harassment will lead to immediate dismissal.

## Equality Commitment

### Recruitment & Selection

Recruitment will follow the Recruitment and Selection Policy of the project, ensuring the fair appointment of the most suitable candidate. Advertisements will be based on objective, job-related criteria. The successful candidate will be selected based on their merits and abilities. Applicants are required to complete a Diversity, Equality, and Inclusion form as part of their application, which will be used solely for monitoring purposes and will not influence the selection process. Our recruitment and selection practices comply with all relevant employment law legislation and will be reviewed as necessary to ensure compliance with any future legislative changes.

Nationality and Immigration Act 2006

To comply with the provisions of this Act, we will ensure that all staff are eligible to work in the United Kingdom. Successful candidates will be asked to produce original and specified documents(s) before a confirmed offer of employment is provided.

The Safeguarding Vulnerable Groups Act 2006

We will ensure safe recruitment practices are followed to safeguard and protect the welfare of all the students in our care. As such, all employees, volunteers, and University Students must provide relevant information for the project's safeguarding register to confirm their suitability to work with children.

### Conditions of Service

The project's terms and conditions of employment will be monitored to ensure consistency with the equality and diversity statement.

### Human Resource Policies and Procedures

Human Resources policies and procedures will be reviewed regularly to improve, amend or adapt current practices to promote equal opportunities at the Project. Human Resources Policies will be applied consistently and fairly to all staff.

In addition, project employees have access to a range of policies designed to support and encourage flexibility and diversity in the workplace.

### Staff Training and Development

All employees will have access to development opportunities and training within the project. New employees will receive an induction pack referencing PASTways Equality and Diversity Policy upon commencement.

## Implementation

The manager and management committee are responsible for effectively implementing this policy at the school level. We expect all employees to adhere to this policy and contribute to creating an environment of equality.

To execute this policy, we will:

- Disseminate the policy to all staff through nightly reviews.

- Ensure that the policy serves as a platform for addressing the issues outlined below.

- Strive, through suitable training, to prevent conscious or unconscious discrimination in selecting or recruiting applicants.

## Monitoring & Review

The project will analyse the profile of its current workforce, job applicants, and appointments to assess the effectiveness of the policy.

## Complaints

Any infractions of the policy must be promptly reported to the project manager as a primary course of action. Following the report, the manager will be responsible for conducting an exhaustive investigation or may opt to delegate this task to another designated staff member.

Signed…………

Manager Dated …01/09/2025