

Equality, Diversity, & Inclusion Policy

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Policy Introduction

SENsational Tutors Ltd. is committed to promoting equal opportunities and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, you and any applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). We are also committed to providing equitable treatment for all those we deal with as an organisation, including customers and suppliers:

- We recognise the value of diverse environments and strive to promote a culture in which all students, teachers, tutors, professionals, members of our community and other professionals are welcomed and supported to fulfil their potential, irrespective of their background or personal characteristics.
- We focus on the well-being and progress of all our students and where all members of our learning community are of equal worth.
- We recognise, respect and value difference and understand that diversity is a strength that enriches our lives. We take account of differences and strive to remove any barriers to learning and development.
- We oppose all forms of unlawful and unfair discrimination and bullying and harassment. As an educational provider, we recognise the need to champion equality and ensure inclusion for all students who access our provision, where appropriate making necessary adjustments to enable everyone's participation.

- We believe that education (both formal and informal learning) is fundamental to equality of opportunity. It prepares young people for life and is a powerful influence on access to and advancement in employment. All young people should be able to learn and develop fully in a truly diverse and inclusive environment.
- All our policies and practices are fully inclusive and supportive of a welcoming culture for all communities; this is evidenced in our practices and procedures.

Policy Overview

We are committed to ensuring equal opportunities for all those involved in our learning community whether professionals, students, parent/carers or external partners. This commitment is to ensure that people's individual qualities are recognised and celebrated; and that people are treated with dignity and respect. We recognise that some groups can experience discrimination, and we will ensure that we promote equality of opportunity by recognising and celebrating diversity, continuing our proactive equality strategies and plans and complying with all equality legislation. This policy applies to all irrespective of:

- Age
- Marital and Civil Partnership status
- Disability
- Gender
- Gender identity
- HIV/Aids status
- Nationality
- Race/ethnicity
- Religion or belief, or non-belief
- Sexual orientation
- Social economic status

We have endorsed the commitment to equality through various initiatives, for example, the option for tutors to complete an equality and diversity form as part of our recruitment process and the declaration of our commitment to equal opportunities in all job advertisements (safer recruitment policy). The policy applies to all our practices and processes, which include student recruitment and widening participation, recruitment and selection of professionals, terms and conditions of employment, training, conditions of work, pay, treatment at work and termination of employment.

We will take all reasonable steps to:

- Promote awareness to all professionals, students, parent/carers and external partners on all aspects of equality and diversity in the work that we do.
- Apply the principles of equity to all students, tutors / teachers and applicants so that there is equality of opportunity. Our aim is that no individual is denied opportunities for reasons unrelated to ability.
- Implement all internal policies and procedures on a fair and impartial basis.
- Create an inclusive environment that is sensitive to the needs of people of differing cultures, religions and beliefs. For example, in connection with festivals, religious observance and dress.
- Make reasonable adjustments to enable students, tutors / teachers and applicants with disabilities to function effectively and to their full potential.
- Ensure that all work environments are free from all forms of discrimination, harassment, intimidation or bullying.
- Monitor how this policy is working in practice.

The co-operation of everyone within the SENSational Tutors Ltd community is essential to the success of this policy. All tutors, teachers, professionals and other individuals are expected to carry out their activities in a fair and consistent way, ensuring that their procedures and practices comply with equal opportunities policies and regulations as they perform their day-to-day duties. Students are also expected to promote dignity and respect in all their engagements as they undertake their studies and activities.

All tutors, teachers and professionals must set an appropriate standard of behaviour, lead by example and ensure that they adhere to the policy and promote our aims and objectives with regard to diversity, equity and inclusion.

Tutors, teachers and professionals must not unlawfully discriminate against or harass other people, including current and former professionals, job applicants, clients, customers and suppliers. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on workrelated trips or events including social events.

Definitions

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than another person because of a Protected Characteristic. For example, rejecting an applicant of one race because it is considered they would not “fit in” because of their race. This would be a decision based on grounds of their race and would be direct discrimination. Direct discrimination also occurs when a person is treated less favourably because of their association with another person who has a Protected Characteristic (other than pregnancy or maternity). For example, if a pupil is harassed or victimised because a sibling is disabled, this would be direct discrimination against that pupil.

Indirect Discrimination

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which is applied to all but puts them at a particular disadvantage because of, for example, their sex or race. For example, a minimum height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with sex, they would be indirectly discriminatory on the grounds of sex.

Victimisation

Victimisation is when a person is treated detrimentally because they have made a complaint (or has supported someone else’s complaint) or are intending to make a complaint about harassment or discrimination. For example, if a member of professionals gives evidence at a discrimination tribunal and subsequently sees an opportunity for promotion or training is denied them because of their having given evidence and the organisation refuses to take reasonable steps to prevent this from happening, then they would be liable. Individuals who victimise may also be ordered to pay compensation.

Harassment

Harassment is when a person’s conduct has the purpose or effect of either violating another’s dignity or creating an offensive environment for them. It may be intentional bullying, which is obvious or violent, but it can also be unintentional or subtle and insidious. It may involve such things such as the use of nicknames, teasing, tormenting, name calling or other behaviour which may not be intended to be malicious but nevertheless is upsetting.

Hate crimes

The term “hate crime” can be defined as any crime committed against a person, a group or the property of a person or group where the motivation for the crime is hatred of, or prejudice against, their gender, sexual orientation, race, religion, nonreligion, disability or age. Hate crime may manifest itself in a number of ways, which may include offensive literature, damage to property, verbal abuse and threats, malicious telephone calls, threatening behaviour, offensive graffiti, sending offensive e-mails and assault.

Intolerance

Intolerance covers behaviours that can, intentionally or unintentionally, manifest themselves as hate crimes. Academic freedom is an important component of academic life and flourishes best where there is respect for a wide range of views and beliefs.

Commitments

We appreciate that the Equality Act 2010 requires us to meet the need of a widely diverse group of people and follows the guidance available to ensure compliance. We also recognise that it is essential to put procedures in place to handle complaints in the most positive way.

To ensure that all our policies, functions and procedures comply with equal opportunities legislation and that they do not have adverse impact on any group, we will continue to carry out monitoring exercises. All job applicants and people applying to join SENSational Tutors will have the opportunity to complete a confidential equal opportunities' monitoring form, which forms part of monitoring the effectiveness of our equal opportunities in professionals' recruitment. Where inequality is discovered, positive action will be taken to address the imbalance.

Recruitment of tutors, other professionals, employees and students will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Our recruitment procedures (see Safer Recruitment Policy) will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Equality statement

Disability

We are committed to challenging disability discrimination and inequality in all its practices and activities. SENSational Tutors Ltd will implement best practice and compliance with legislation and provide supportive measures that will meet the specific needs of disabled professionals, students and other stakeholders. We accept and apply the definition of disability in accordance with the Equality Act. We will implement reasonable adjustments where possible to enable professionals, students and other stakeholders to carry out their responsibilities effectively. Where necessary a risk assessment may be undertaken and/ or external specialist advice sought.

We will respect the wish for confidentiality by disabled people. Therefore, any support measure implemented will be mutually agreed and acceptable to the individuals concerned via their health passport. Whenever appropriate we will consult with disabled professionals and students and, where appropriate, external organisations, to inform policy development and change practice where necessary.

Applicants should not be asked about health or disability before an offer is made. There are limited exceptions including:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact Joanna Gibbs (Director) to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Joanna may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment unreasonable, we will explain our reasons and try to find an alternative solution where possible.

Race

We are committed to challenging discrimination on the grounds of race and inequality in all its practices and activities. We will ensure commitment to fulfilling the requirements of the Equality Act. We will do everything in our power to:

- Eliminate unlawful discrimination on the grounds of race, including colour, nationality and ethnic or national origins. Promote equality of opportunity.
- Promote good relations between persons of different racial groups.
- Assess the impact of its race equality policy on students and professionals of different racial groups.
- Monitor its workforce and ensure people from ethnic minorities are treated fairly.
- Assess its policies and programs as they affect ethnic minorities, and deal with any possible adverse impact.

Gender

We are committed to challenging gender discrimination and inequality in all its practices and activities. SENSational Tutors affirms its responsibility for implementing gender equality in all activities. We will give due regard to the need to:

- Eliminate discrimination and harassment which is unlawful under the Equality Act 2010.
- Promote equality of opportunity between men, women, and trans people
- To promote work life balance

This duty applies to all functions not just in education provision, employment, and service delivery but, for example, in budget setting, course validation, procurement and strategic planning. We will also comply with the equality legislation for transgender people in accordance with the Gender Equality Duty. We will support transgender professionals and students throughout the transition process and will recognise people's gender before they are in possession of a Gender Recognition Certificate.

We will comply with the following regulations:

Gender Recognition Act (GRA), Civil Partnership Act and The Equality Act.

Religion and belief, or non-belief

We are committed to challenging discrimination on the grounds of religion and belief or non-belief.

SENsational Tutors recognises that it is a fundamental human right to hold a religion or belief or non-belief and that right should be treated with respect. We comply with the Equality Act and will ensure that:

- Students and professionals who hold a religion or belief or non-belief are treated equally and fairly.
- Students and professionals are made aware and are sensitive and tolerant of other people's religion and beliefs and non-beliefs.
- Where practicable, consideration will be given to student and professionals requirements to pray in any particular form based on the nature and depth of their personal belief and practice. We will also give consideration to students and professionals who need time off for festivals that are part of their religion or belief.

Sexual Orientation

We are committed to challenging discrimination and inequality with regards to sexual orientation in all its practices and activities. Therefore, SENsational Tutors Ltd Affirms our responsibility for implementing equality for everyone, regardless of sexual orientation. To achieve this end, we will work to comply with all regulations relating to sexual orientation including:

- The Equality Act
- Data Protection Act
- The Adoption and Children Act
- Maternity and Parental Leave Regulations
- Paternity and Adoption Leave Regulations
- Employment Rights Act
- Civil Partnerships Bill

Age

We are committed to challenging discrimination and inequality with regards to age in all its practices and activities. We therefore affirm our responsibility for implementing equality for everyone regardless of their age in all activities. We comply with the Equality Act. We recognise that people can be discriminated against because of their age and will not tolerate any form of age discrimination. We will continue to appreciate the valuable contributions made by professionals and students of all ages in terms of quality of experiences brought to learning, teaching, research, support services, consultancy, enterprise, administration, professional services, and management.

All individuals involved within SENSational Tutors Ltd must recognise that age discrimination is harmful and undermines the contributions that young people and older people can make to an organisation. We will take necessary positive action to recruit younger and older people to ensure an age balanced workforce and to ensure we do not miss out on the valuable range of contributions that professionals and students of different ages can bring to our learning environment and workforce.

We do not have a default retirement age.

Promoting Dignity

We are committed to promoting practices that take into account the rights of individuals to be treated with dignity and respect. We acknowledge those with Protected Characteristics, and we recognise that discrimination, victimisation, bullying and harassment may be experienced in a number of ways, including day-to-day interaction with colleagues, peers and visitors. The aim is to promote a positive environment and reduce stress, illness and absenteeism and prevent any individual from being forced to give up work or studies because of perceived issues in this area.

In line with legislation, we will carry out monitoring processes. The information for monitoring will be handled confidentially and will inform future planning and positive action where necessary. The categories for monitoring purposes are as follows:

- Age
- Religion
- Disability
- Gender
- Race/ ethnicity
- Sexual orientation
- Numbers of internal/ external candidates
- Those not shortlisted, with reasons
- Those shortlisted, with reasons

- Those offered posts, with reasons
- Those rejected for posts, with reasons
- Advice offered to rejected candidates

Professionals' development and training

All employed professionals will be given the opportunity to develop themselves and undertake appropriate qualifications relevant to their post and/ or progression opportunities. To comply with good practice, we will monitor, through approval, professionals' take-up of courses for personal development and progression. All professionals joining us are required to undertake training in equality and diversity where their duty is to promote equal opportunity in every aspect of their activities is highlighted.

Development reviews will be concerned with skills or aptitudes relevant to the job performance and areas where employed professionals' development and support are required will be identified.

Complaints

SENSational Tutors Ltd. has a robust and transparent Complaints procedure. If a complaint is made regarding equality, diversity or inclusion, the Complaints process will be fairly and systematically applied. Please contact director@sensationaltutors.co.uk for a copy of the complaint's procedure.

Legislation

The Equality Act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by getting rid of anomalies and inconsistencies that had developed over time, and it extends protection against discrimination in certain areas.

The Act makes it unlawful for the responsible body of a school to discriminate against, harass or victimise a student or potential student:

- In relation to admissions,
- In the way it provides education for students,
- In the way it provides students with access to any benefit, facility or service, or
- By excluding a student or subjecting them to any other detriment.

Breaches of this policy

We take a strict approach to breaches of this policy. Serious cases of deliberate discrimination and victimisation may result in termination of contract.

There must be no victimisation or retaliation against individuals who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination or have witnessed it happening to someone else in the workplace, you should raise this with Joanna Gibbs (Director).

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, could result in termination of contract.