

PACE Northwest – Equality, Diversity & Inclusion Policy

Approved by: Board of Directors

Policy owner: EDI Lead (Director of Quality & Compliance)

Effective date: 29 August 2025

Next review due: Annually (or sooner if guidance/law changes)

1. Purpose

PACE Northwest is committed to providing a learning and working environment free from discrimination, harassment and victimisation, where equality of opportunity, diversity and inclusion are actively promoted.

This policy sets out our responsibilities to learners, apprentices, staff, employers and visitors, ensuring compliance with the **Equality Act 2010** and related legislation.

2. Scope

This policy applies to:

- All staff, directors, contractors, volunteers and associates.
- All learners and apprentices, from recruitment and enrolment to progression and achievement.
- Employers, partners and visitors who engage with PACE Northwest.

3. Legal framework

PACE Northwest complies with:

- **Equality Act 2010** (protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation).
- **Public Sector Equality Duty (s.149 Equality Act 2010)** where we act as a publicly funded provider.
- **Special Educational Needs & Disability (SEND) Code of Practice (0–25).**
- **Human Rights Act 1998.**
- **Apprenticeships, Skills, Children and Learning Act 2009** (fair treatment of apprentices).
- **Ofsted Education Inspection Framework (EIF)** expectations around inclusion, equality of opportunity, and tackling discrimination.

4. Policy statement

PACE Northwest will:

- **Eliminate unlawful discrimination, harassment and victimisation.**
- **Advance equality of opportunity** between people who share a protected characteristic and those who do not.
- **Foster good relations** across diverse groups, tackling prejudice and promoting understanding.

5. Responsibilities

- **Board of Directors:** overall accountability for compliance and culture.
- **EDI Lead:** monitors implementation, reports annually to the Board, oversees training and equality impact assessments.
- **Managers:** ensure equality is embedded in teaching, learning, recruitment, HR and learner support.
- **All staff and contractors:** complete EDI training, challenge inappropriate behaviour, promote inclusive practice.
- **Learners:** respect others and comply with the Learner Code of Conduct.

6. Implementation

PACE Northwest will:

- **Recruit fairly** – transparent and inclusive recruitment and admissions processes.
- **Teach inclusively** – embed equality and diversity into curriculum, resources and assessment.

- **Support individual needs** – provide reasonable adjustments and additional learning support.
- **Promote safeguarding** – protect learners from discrimination, bullying, harassment and extremism.
- **Challenge unacceptable behaviour** – zero tolerance of bullying, harassment, victimisation or hate incidents.
- **Engage employers/partners** – ensure placement and workplace providers understand and support our EDI standards.

7. Reasonable adjustments & support

- Learners and staff with disabilities or additional needs are entitled to reasonable adjustments.
- Adjustments may include specialist equipment, modified resources, flexible assessments, or workplace adaptations.
- Requests should be made to **becs@pace-com.org**.

8. Monitoring & review

- EDI data (enrolment, achievement, progression, staff recruitment and promotion) monitored annually.
- Equality Impact Assessments (EIAs) conducted for new policies and major changes.
- Annual EDI Report presented to the Board and published on our website.
- Feedback from learners, staff and employers used to drive improvements.

9. Breaches of policy

- Learners or staff who breach this policy may face disciplinary action under the Learner Disciplinary Policy or HR procedures.
- Serious incidents (harassment, hate crime, safeguarding) will be referred to the Safeguarding Team and external agencies as appropriate.

10. Complaints

Anyone who feels they have been treated unfairly or discriminated against should raise their concern:

- Informally with their tutor/line manager where possible.
- Formally by emailing **becs@pace-com.org**.
Complaints will be investigated promptly, fairly, and without victimisation.

11. Related policies

- Safeguarding & Prevent Policy
- Learner Code of Conduct
- HR Recruitment & Selection Policy
- Anti-Bullying & Harassment Policy
- Complaints Procedure

Contact for EDI issues: becs@pace-com.org

Version control: v1.0 (29 Aug 2025)