



## **JUST TRAINING (EAST MIDLANDS) LIMITED**

### **Positive Inclusivity Policy for Training Services**

#### **Policy Statement**

Just Training is committed in its role as an employer and education/training provider to work to eliminate discrimination within its practices. It is also committed to encouraging change in behaviours for all those who attend our training sessions, to ensure that equality, inclusivity and respect is maintained throughout all of our training programmes.

Creating barriers to learning prevents people from realising their potential, and Just Training is committed to providing a welcoming, inclusive and positive learning environment.

The staff of Just Training will treat all delegates with respect and dignity and seek to provide a positive learning environment free from discrimination, bullying, victimisation or harassment

#### **Scope**

This policy applies to all trainers, regardless of employment status, staff, visitors and clients that may be involved in a learners journey

The Director – Andrea Speak is responsible for the overall compliance on equality and inclusivity implementation, promoting the culture of Just Training and making sure this policy is embedded throughout our entire team.

The Trainers -are responsible for ensuring that they are able to recognise bias, unfair treatment, bullying and harassment in the learning environment and to take action to stop it and prevent it reoccurring.

Staff are responsible for promoting good relations amongst the team, and that they do not discriminate against each other and actively report any incidents to The Director.

Lesson Plans – will be checked to ensure that the content is suitable and compliant to learning styles, dyslexia requirements and is positively inclusive in language, content, resources, images and delivery style as far as is practically possible and in line with any Awarding Organisations mandatory requirements.

General – In general Just Training sees every course delegate as a customer, regardless of course title or its value. Every delegate will be treated with respect and made to feel warmly welcome on arrival.

#### **Monitoring and Reviewing**

Just Training will monitor the quality of its training provision through a robust and rigorous process of internal quality assurance and a thorough approach to course feedback and evaluation.

Andrea Speak  
Managing Director  
January 2018