



EQUALITY, DIVERSITY & INCLUSION POLICY

Equality, Diversity & Inclusion

London, United Kingdom
ravenscroftcollege.co.uk
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EQUALITY, DIVERSITY & INCLUSION POLICY

PURPOSE

This policy sets out the College's approach to equality, diversity and inclusion and its commitment to meeting its obligations under the Equality Act 2010 and the requirements of the College's awarding body, OTHM Qualifications.

SCOPE

This policy applies to all learners, applicants, employees, contractors, visitors, and partners of Ravenscroft College. It covers all aspects of the College's operations, including admissions, teaching and learning, assessment, employment, procurement, and external engagement.

This policy applies to all College activity. All commitments, reasonable adjustments and monitoring arrangements in this policy apply equally to every part of the delivered programme: the weekly materials, the quizzes, the draft feedback points and the final submission.

LEGAL FRAMEWORK

Ravenscroft College recognises its duties under the Equality Act 2010, including the Public Sector Equality Duty where applicable. The College is committed to eliminating unlawful discrimination, harassment, and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and fostering good relations between people with different protected characteristics.

The protected characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity



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- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

OUR COMMITMENTS

Ravenscroft College commits to:

- Providing a learning and working environment free from discrimination, harassment, bullying, and victimisation
- Ensuring that admissions, assessment, and progression decisions are based solely on merit and published criteria, regardless of any protected characteristic
- Making reasonable adjustments for learners and staff with disabilities, in accordance with the Equality Act 2010
- Designing curricula, learning materials, and assessment methods that are inclusive and accessible to all learners
- Recruiting, developing, and supporting staff fairly and equitably
- Collecting, monitoring, and analysing equality data to identify areas for improvement and measure progress
- Promoting awareness and understanding of EDI issues through staff training, learner induction, and ongoing engagement
- Embedding EDI principles in all College policies, procedures, and strategic planning
- Links to other policies. This policy should be read alongside the Complaints Policy, the Academic Appeals Policy, and the Reasonable Adjustments, Special Consideration and Extenuating Circumstances Policy. Those three policies are where this one is delivered in practice: they give every learner a route to challenge a decision, a route to raise a concern without detriment, and a route to have an adjustment made so that assessment measures attainment rather than circumstance.



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- Where a learner is dissatisfied with the outcome of any of those routes, the escalation routes in those policies apply, and the College monitors outcomes across all three by protected characteristic as part of its equality monitoring.

The College will ensure that VLE content, recorded sessions and digital learning materials meet recognised accessibility standards (for example WCAG 2.1 AA where practicable). Learning designers and assessors will apply inclusive design principles so that online activities minimise barriers and provide multiple means of engagement, representation and expression.

ROLES AND RESPONSIBILITIES

Director

The Director has overall accountability for EDI at Ravenscroft College and for ensuring the effective implementation of this policy.

Academic and Operational Staff

All staff are responsible for promoting an inclusive environment, treating all individuals with dignity and respect, and reporting any concerns about discrimination or harassment.

Academic and operational staff must ensure VLE content is accessible and that reasonable adjustments for remote delivery are implemented. The Quality Assurance Coordinator (or named EDI lead) will maintain a register of reasonable adjustments and monitor their implementation for remote and blended learners.

Learners

All learners are expected to behave in a manner consistent with this policy, to treat fellow learners and staff with respect, and to report any instances of discrimination, harassment, or bullying through the appropriate channels.

REASONABLE ADJUSTMENTS

The College will make reasonable adjustments for learners and staff with disabilities to ensure they are not placed at a substantial disadvantage. This may include adjustments to assessment conditions, provision of materials in alternative formats, adaptations to the virtual learning environment, and other appropriate measures. Learners are



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encouraged to disclose any disability or additional need as early as possible so that support can be arranged in a timely manner.

Where learning or assessment is delivered remotely or via blended models, reasonable adjustments may include: provision of materials in accessible digital formats (e.g., tagged PDFs, captions, transcripts), extended time for online assessments to allow for connectivity issues, alternative assessment formats where digital access is limited, and provision of assistive technology or loan devices where available. Requests for online adjustments should be made as early as possible and will be recorded in the learner's support plan.

HARASSMENT AND DISCRIMINATION

Ravenscroft College will not tolerate any form of unlawful discrimination, harassment, bullying, or victimisation. Any individual who believes they have experienced or witnessed such behaviour is encouraged to report it to the College. All reports will be taken seriously, investigated promptly, and addressed in accordance with the College's disciplinary and complaints procedures.

Harassment, bullying or discriminatory behaviour occurring in any College online space, including the virtual learning environment, the messaging channel, email, or social media used for College activity, is subject to the same standards and the same processes as behaviour in any other setting. The College provides clear guidance to learners and staff on expected online conduct and on how to report an incident, and reports are investigated promptly and confidentially.

MONITORING AND REPORTING

Equality monitoring will include breakdowns by delivery mode (on-campus, remote, blended) and by protected characteristic. The College will analyse admissions, retention, assessment outcomes and progression data for remote and blended cohorts to identify disparities. Findings and any remedial action plans will be reported to the Director and included in the annual EDI report.



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REVIEW

This policy will be reviewed annually or following significant changes to delivery modes. Reviews will include an assessment of the impact of remote and blended delivery on equality outcomes and will consider monitoring data, learner feedback, and any reasonable-adjustment trends.

Last reviewed: October 2026