

Westminster Tutors



Equality and Diversity Policy

2026-2027

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1. Aim

- 1.1 Westminster Tutors recognises its responsibilities under the Equality Act 2010 to prevent unlawful discrimination, harassment and victimisation. We are committed to promoting equal opportunity and good relations between students, staff and parents.
- 1.2 Westminster Tutors values every student, employee and independent teacher as an individual and aims to provide fair access to college life. Our college-wide commitment to fairness encompasses age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We apply the Equality Act 2010 in our private further education context; its specific statutory protections differ between education, services and employment.
- 1.3 This policy applies to students and prospective students, employees, independent teachers and others involved in college activities, including relevant online and off-site conduct. Independent teachers deliver tuition directly under their agreements; Westminster Tutors coordinates college services, support and oversight. Everyone must follow the applicable equality and conduct requirements. Contractual labels do not remove statutory rights.
- 1.4 Unlawful discrimination may arise from less favourable treatment because of a protected characteristic, from an unjustified rule that disadvantages a protected group, from unfavourable treatment arising from disability, or from failing to make a required reasonable adjustment. Relevant protection may apply because of a perceived characteristic or association with another person. Staff and teachers should seek advice before decisions that may disadvantage someone, including admissions, attendance, assessment and exclusion decisions.
- 1.5 Staff, as role models, are aware of the influence of adults in promoting positive attitudes and use that influence to challenge stereotypical ideas.
- 1.6 The college aims to equip students with an awareness of our diverse community and to appreciate the value of difference. Discrimination is not acceptable.
- 1.7 Students' names will be accurately recorded and correctly pronounced. Staff will encourage students to accept and respect names from other cultures.
- 1.8 All concerns about unlawful discrimination will be treated seriously. The college will address symbols, images or messages used to threaten, harass or promote unlawful discrimination. Decisions about dress, symbols or expression will consider the context, equality rights and any specific safety need, and will be lawful, consistent and proportionate. Staff and teachers should be aware of possible cultural assumptions and biases within their own attitudes.
- 1.9 The college values linguistic diversity positively. Students and parents will feel that the language spoken at home is valued.
- 1.10 Staff appointments will be based on relevant professional criteria, with reasonable adjustments for disabled applicants where required. Westminster Tutors provides equal opportunities in employment and does not accept unlawful discrimination.

- 1.11 Westminster Tutors encourages all our employees to develop their full potential, and Westminster Tutors will do everything it can to help them achieve this.
- 1.12 Westminster Tutors will not unlawfully discriminate against, harass or victimise a student or prospective student in admissions, the provision of education, access to benefits, facilities or services, exclusion or other treatment. Relevant protection also extends to former students. No one should suffer a detriment for raising a genuine equality concern or supporting another person's complaint.

2. Our Commitment

- 2.1 Every student, employee and independent teacher has the right to dignity and respect. Westminster Tutors will not tolerate bullying or harassment.
- 2.2 We aim to provide for students and staff according to their needs and to remove barriers to participation, taking account of the characteristics and commitments set out in section 1.
- 2.3 Westminster Tutors provides equal opportunities for students and staff. Fair treatment takes account of individual needs and may require different support or reasonable adjustments.
- 2.4 Breaches of this policy may be addressed under the applicable college behaviour arrangements. Employee disciplinary procedures apply to employees; concerns involving independent teachers are addressed fairly under the relevant agreements and safeguarding procedures.
- 2.5 Westminster Tutors will monitor and review this policy yearly.
- 2.6 Equality of opportunity permeates the whole college curriculum and is reflected in the college organisation.

3. Objectives

- 3.1 Through the implementation of our policy Westminster Tutors aims to:
- Create an environment where everyone feels valued, with respect for the characteristics and commitments set out in section 1.
 - Ensure equal access to all curriculum areas for all the students in our care.
 - Promote the belief that all can and should achieve their highest potential in all curriculum areas.
 - Provide materials to promote learning that are appropriate and reflect diversity.

4. General Principles

- 4.1 The Principal will coordinate role-appropriate induction and refresher guidance on discrimination, harassment, reasonable adjustments and reporting for employees and independent teachers.
- 4.2 The college will assess foreseeable harassment risks, including one-to-one work, online contact and interactions with students, parents and visitors; implement appropriate preventative measures; and review their effectiveness after concerns or material changes. Conduct and reporting expectations should be read alongside the Staff and Teacher Code of Conduct, the Anti-Bullying Policy and the Safeguarding Policy.

- 4.3 All parents/guardians, regardless of ethnic background, disability, gender, or socio-economic background, are welcome and will be encouraged to participate in college life.
- 4.4 All students have the right to learn in an environment free from discriminatory bullying and harassment, including behaviour related to race, nationality, sex, sexual orientation, disability, religion or belief, or gender reassignment.
- 4.5 Westminster Tutors shall foster a positive atmosphere of mutual respect and trust among students and staff.
- 4.6 Westminster Tutors aims to create an environment where all students, their families, and staff feel safe and unthreatened.
- 4.7 Staff should behave in a manner that demonstrates mutual respect.
- 4.8 Adults should take every opportunity to encourage students to behave appropriately and to deal with incidents positively.
- 4.9 Westminster Tutors will consider cultural and religious requirements, including dress, diet and events, sensitively and fairly, taking account of equality duties, safety and the needs of the college community.
- 4.10 Westminster Tutors encourages students to develop self-esteem, confidence, and motivation in all areas of their lives, including learning, development, and progress.

5. Curriculum Principles

- 5.1 All students will be respected, and their individuality and potential will be recognised, valued, and nurtured.
- 5.2 Activities and the use of equipment offer students opportunities to develop free from prejudice and discrimination and encourage them to enjoy and learn from them equally.
- 5.3 We aim to show respectful awareness of significant events in the lives of students within our college and wider society. The curriculum encourages respect for other people with particular regard to the protected characteristics in the Equality Act 2010, in an age-appropriate way.
- 5.4 Appropriate opportunities will be given to students to explore, acknowledge and value similarities and differences between themselves and others.
- 5.5 Westminster Tutors will make reasonable adjustments to avoid substantial disadvantage for disabled students, including changes to practices and physical features, and the provision of auxiliary aids or services where required. We consider needs in advance and in discussion with the student and, where appropriate, their parents. Students and parents will not be charged for reasonable adjustments the college is required to make.
- 5.6 Students and applicants may raise access or adjustment needs with the SENCo or Principal. The SENCo coordinates the response with the student, relevant teachers and college staff, recording agreed actions, responsibility and review arrangements under the Special Educational Needs and Disability Policy. Support should be addressed promptly and reviewed when needs or circumstances change.

- 5.7 Examination access arrangements follow the current JCQ and awarding-body rules. Where a requested adjustment cannot be agreed, the college explains its reasons, considers effective alternatives and explains the complaints route.
- 5.8 Westminster Tutors will carry out accessibility planning aimed at increasing the extent to which disabled students can participate in the curriculum, improving the physical environment to enable disabled students to take better advantage of education, benefits, facilities and services provided, and improving the availability of information to disabled students.

6. Monitoring and Evaluation

- 6.1 The Principal is responsible for implementing this policy fairly and consistently.
- 6.2 All staff and independent teachers are responsible for supporting this policy and monitoring how it is put into practice.
- 6.3 The Principal will review equality-related concerns, repeated incidents, access barriers, the effectiveness of adjustments and feedback from students, staff and independent teachers at least annually and after a serious incident or material change. Where a matter of concern is identified, the senior leadership team will take appropriate action after seeking relevant consultation and advice. Identified improvements will have an owner and review date.
- 6.4 The Proprietor ensures that this Equality and Diversity Policy and the college's practice are kept under review.
- 6.5 Reports for proprietor oversight will protect identities, particularly in small groups. Personal information will be limited to what is needed and handled under the college's data-protection arrangements; special-category information requires an appropriate lawful basis and processing condition.
- 6.6 Students may raise concerns verbally or in writing with any trusted member of staff or teacher, the Pastoral Coordinator or the Principal, and may ask for an accessible or private way to report. The recipient must record and pass on the concern promptly, check immediate safety and explain next steps.
- 6.7 Safeguarding concerns follow the Safeguarding Policy, including its separate route for concerns about adults or the Principal. Other complaints follow the Complaints Policy; a complaint about the Principal goes to the Proprietor. No one must confront the person concerned or attempt informal resolution before reporting.

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