

College Inclusion Policy

1. Purpose and Commitment

Our college is committed to creating an inclusive environment where all learners and staff feel respected, valued, and supported. Inclusion is central to our mission of providing equitable access to vocational and professional education, ensuring that diversity is celebrated and barriers to participation are removed. An annual inclusion audit will be led by the Inclusion Lead .

2. Scope This policy applies to:

- All students enrolled in vocational and professional programmes.
- All staff, contractors, and volunteers.
- All college activities, including teaching, assessment, placements, and extracurricular events.

The policy will be shared at enrolment and during staff induction . It is published on the college website and VLE.

3. Principles

- **Equality of Opportunity:** Every individual has the right to learn and work free from discrimination. Staff use inclusive language and materials .
- **Accessibility:** Physical, digital, and learning environments will be designed to accommodate diverse needs. Learning resources are checked against an accessibility checklist.
- **Respect for Diversity:** We value differences in culture, ability, gender, age, religion, and socioeconomic background. Representation is monitored in curriculum plans .
- **Active Engagement:** Inclusion is a shared responsibility across the college community. Student voice forums schedule is maintained.

4. Legal Framework

This policy aligns with:

- **Equality Act 2010**
- **SEND Code of Practice**
- **Public Sector Equality Duty**
- Relevant professional and vocational regulatory standards.
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The policy will be reviewed on an annual basis by senior management

5. Objectives

- Remove barriers to learning and participation.
- Promote inclusive teaching and assessment practices.
- Ensure representation and voice for underrepresented groups.
- Provide reasonable adjustments for learners with disabilities or additional needs.
- Foster a culture of respect and belonging.

Inclusion objectives are mapped to departmental action plans and quarterly progress reports submitted to the Inclusion Lead.

6. Implementation Strategies

6.1 Leadership and Governance

- The **Inclusion Lead** is responsible for policy oversight.
- Inclusion objectives are detailed in the college strategic plan.
- The Inclusion Lead maintains a risk register.
- Members of the employer forum receive inclusion briefings at each meeting

6.2 Curriculum and Assessment

- Design curricula that reflect diverse perspectives. Course teams apply inclusive curriculum checklist to their learning resources.
- Offer flexible assessment methods and reasonable adjustments. Reasonable adjustment plans are issued within two weeks of an assessment request
- Integrate inclusive pedagogy into teaching practice.

6.3 Staff Development

- Mandatory training on equality, diversity, and inclusion.
- Specialist CPD for supporting neurodiverse learners and those with SEND.
- Annual CPD calendar produced
- Attendance is monitored and reported to HR.

6.4 Student Support

- Accessible learning resources and assistive technology.
- Dedicated support services for mental health and wellbeing.
- Clear procedures for requesting reasonable adjustments.

6.5 Placement and Professional Practice

- Work with employers to ensure inclusive placement environments.
- Provide guidance for supporting learners with additional needs in vocational settings.
- Employers provided with placement inclusion pack.
- Placement risk assessments completed for SEND learners.

6.6 Communication and Engagement

- Promote inclusion through campaigns and events.
- Establish student forums for feedback and representation.
- Monthly EDI newsletter produced.
- Student inclusion ambassadors trained annually.

7. Monitoring and Review

- Collect and analyse data on participation, achievement, and satisfaction by demographic.
- Annual review of policy effectiveness.
- Publish an **Inclusion Impact Report** in July (Annual)
- Data dashboards updated Bi monthly

8. Complaints and Resolution

- Clear, confidential process for reporting discrimination or exclusion.
- Prompt investigation and resolution in line with college procedures.
- Complaints logged within 24 hours.
- Investigation concluded within 10 working days.
- Feedback provided to complainant and recorded.

9. Accountability

All staff and students share responsibility for upholding this policy. Breaches will be addressed through disciplinary procedures where necessary through HR .Student breaches will be addressed via Behaviour Policy

Policy Review Date: Nov 2026