

**RICHMOND
EDUCATION
BUSINESS
PARTNERSHIP**

**Richmond Education
Business Partnership:
Equality and Diversity Policy**

Equality and Diversity Policy

The London Borough of Richmond upon Thames and Richmond Education Business Partnership (REBP) value and promote diversity and equality in all aspects of our work. We welcome and support the diversity of the business community we serve and the young people we provide with work related learning.

We believe that equality of opportunity and freedom from discrimination are basic rights for everyone and we are committed to encouraging all young people to achieve and progress whilst in education and afterwards when as adults they join the workforce.

We will:

- work to ensure that no one is denied access to the Richmond Education Business Partnership because of race, gender, marital status, sexual orientation, age, religious beliefs, HIV status or disability;
- work with employers and educational establishments to promote an awareness of equality and diversity;
- be an example to other education business partnerships in valuing and promoting equality and diversity in our work;
- investigate all reported instances of discrimination or harassment;
- make reasonable adjustments to enable disabled people and pupils with additional needs to access our services. Students with these needs, including SEN will have priority on school work experience programmes;
- provide information on our website in hard copy, Braille, large print, audiotape or in community languages to customers who request it; and
- record complaints, investigate and resolve them and report back within agreed timescales.

Interviews for work experience

REBP encourages all employers who take work experience students to conduct an interview with them prior to confirming the placement.

Prior to the interview pupils should know the job details, including hours of work, dress code, confidentiality requirements and meal arrangements. If these are not clear they should ask during the interview.

Employers should not ask personal questions or questions unrelated to the placement (for example, do you go out clubbing every night?). The employer does not need to know what pupils do in their own time.

Employers should interview all work experience students in the same way and give a specific time when they will be told if they have been successful or not.

Communication in the workplace

The best way of ensuring a successful and enjoyable time in the workplace is to encourage pupils to communicate with supervisors and employers regularly about the placement. This will provide opportunities to discuss any difficulties and address issues immediately before they have time to develop into problems.

All employers agree to carry out an induction procedure with pupils. This should include all health and safety matters, tour of the premises, house rules and introductions to work colleagues. Pupils are encouraged to ask questions to ensure that they feel comfortable with the work arrangements.

Employers and supervisors have an obligation to treat pupils fairly. They should ensure they understand what they are asked to do and provide pupils with any extra help they may require.

It is important that pupils inform their supervisor if there is something they do not understand or if there are any difficulties completing assigned tasks. Effective communication and discussion will ensure that supervisors will be able to help pupils with any problems they experience in the workplace. Pupils are issued with work experience diaries from school so they can keep a record of their experiences during their placement.

Important note to pupils: If you think your supervisor or employer is not treating you fairly or you feel harassed or bullied you should speak to your school as soon as you can

Information, advice and guidance

Do not forget: Richmond Education Business Partnership is dedicated to supporting pupils, schools and employers during all work-related learning programmes organised through us. School staff and employers can contact REBP between 8.30 am and 5.00 pm. Pupils are instructed to contact their work experience co-ordinator in school.