



ORTHODONTIC
TEAM TRAINING

Equality and Diversity Policy

Scope

Our vision is for OTT to be a successful, caring and welcoming place for everyone. We want to create a supportive and inclusive environment where our staff can reach their full potential and education is provided in partnership with our students, without prejudice or discrimination. We are committed to creating a culture of respect and understanding and recognise the value of individual diversity. This policy helps us to achieve this vision and avoid discrimination in any form ensuring that we treat people fairly and equally.

Non-discrimination rights are protected by anti-discrimination legislation including the Equality Act 2010.

The aim of this policy is to remove any potential discrimination in the way that people with protected characteristics are cared for by OTT. This means that we will not treat you less favourably because of your age, a disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We will monitor the effectiveness of this policy and its impact on other relevant policies and practices

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Definition

OTT is dedicated to improving the quality and practice of management and leadership in organisations, wherever it operates. We understand that organisations operate within their own cultures and legal systems. However, we seek to promote genuine equality of opportunity – not only equal opportunity for all learners and potential

learners, but also effective equal opportunities practiced by holders of our qualifications in their daily work.

We are committed to equal opportunities for all, regardless of gender, marital status, age, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age or employment status. We seek to ensure implementation of our qualifications and programmes are without disadvantage to any learner that has or any group of learners that may share any of these characteristics.

We have our own internal policy and do everything possible to ensure that no discrimination occurs during any of our procedures and processes, whether it is approval, re-approval, external assessment or external verification. We make all our staff and contractors aware of this policy and encourage them to undertake awareness training where appropriate.

Concerns and comments

If you believe you have been treated in any way contrary to this policy or you have any comments on how we can ensure that it works better, please contact Maxine Caswell at the practice. We will investigate your concerns and, where appropriate, take necessary action.

Further Information

The following guidance is a framework for the content of an Equality & Diversity policy. It is guidance and is not intended to be legally accurate nor does it constitute legal advice.

Distribution – describe the arrangements for disseminating the policy throughout the organisation, and to learners, clients and associates involved with OTT qualifications and programmes.

Promotion –cover the wording and placing of internal and external advertisements, including non-English versions where appropriate, and any arrangements to reach groups that are historically under-represented on management programmes.

Entrance requirements – include any previous experience required, any appropriate standards of literacy (written and oral) and numeracy, and the arrangements to support those who might have some difficulties with the programme of learning and assessment.

Enrolment and registration – include provision for collecting the equal opportunities information required for registering learners with OTT, and how learners notify or discuss any reasonable adjustments or special considerations to ensure access to fair assessment. For further guidance please see the Reasonable Adjustments & Special Considerations Policy.

Induction – cover equal opportunities issues in induction, support this with written information on your policies and back up with details of what happens if a complaint, enquiry or appeal arises. Induction should also include details of the centre's various support mechanisms – for example literacy/numeracy support, ESL provision, induction loops for the hearing impaired, and so on. We suggest that you get written confirmation that learners have received the information and understand it.

The programme – detail how the centre handles equal opportunities issues in its learning delivery, both face-to-face and in learning support material. The detail might include examples of how you avoid stereotyping, together with evidence of monitoring delivery and materials over a period of time. It might also include details on how you meet the needs of hearing and sight-impaired learners.

Assessment – confirm that assessment is entirely related to performance and in no way influenced by gender, age, race or disability. Make clear your commitment to fair assessment, detailing the adjustments and considerations that may be made for learners, without compromising the integrity of the assessment. For further information on reasonable adjustments please see the Reasonable Adjustments & Special Considerations Policy.

Centre facilities – include information on access to buildings, provision of lifts where appropriate, toilet facilities, canteen arrangements, learning and learning support facilities, parking, induction loops and so on.

Staff development – outline the awareness training available for staff where necessary, and the pattern of any updates at appropriate intervals.

Behaviour – describe how you expect people to behave e.g. treating people as you'd like to be treated – fairly, equally, with courtesy, respect, welcoming diversity and challenging inappropriate behaviour – being open and honest in dealing with other people and organisations, whilst protecting personal privacy and keeping commercial confidence.

Action plan – set out the actions being taken (and planned) to ensure equality of opportunity in all the aspects listed above. It should show clearly who is responsible for taking these actions and record positive actions.

Continuous Improvement

OTT monitors Equality & Diversity policies (or equivalent) across our centres and providers. Equality & Diversity is also reviewed by the Educational Board to ensure our qualifications and programmes are accessible to all.

OTT aim to improve our business processes and our response to customers in the light of learning from the feedback we receive.

This policy shall be the subject of an annual review cycle or as necessary.

April 2026

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