

# CITB

## Equality, Diversity and Safeguarding Policy

## Contents

Introduction .....	3
Scope.....	4
Definitions.....	5
Equality and diversity.....	5
Special adjustments .....	6
Hearing impairments/production of written work.....	8
Temporary illness, injury or indisposition.....	8
Safeguarding Policy.....	9
Our Approach.....	10
Review & approval schedule.....	11

## Introduction

This policy covers Delyn Safety's commitment to CITB requirements for equality of opportunity, diversity and considerations for special access and particular assessment requirements as well as safeguarding for delegates and candidates.

The policy details Delyn Safety's commitment to equality of opportunity and diversity and is openly available to candidates/delegates through the Delyn Safety website. The policy has also been communicated and agreed by Delyn Safety staff including all associate trainers.

## Scope

All Delyn Safety approved training courses and products including:

- approved CITB owned products (i.e. CITB health, safety and environment (HS&E), Site Safety Plus (SSP) suite,
- third party recognised products.

## Definitions

The following outlines the definition parties, products, and protected characteristics that are covered by this policy.

## Equality and diversity

Delyn Safety is committed to giving everyone who wants to gain a qualification or undergo industry recognised training an equal opportunity of achieving their goal.

Delyn Safety commits to:

- Support candidates in line with current UK legislation and EU directives, and through its support do not intentionally or unintentionally disadvantage;
- Support equality of opportunity and diversity regardless of their culture, sex, ability, disability, age, ethnicity, nationality, religion, sexual orientation, marital, employment or social status;
- Actively discourage discrimination, bullying and harassment for all;
- Actively promote inclusion for under represented groups.

## Third party recognised products

In addition to the product that Delyn Safety provide under CITB as an ATO and Site Safety Plus Centre, Delyn Safety also provide products and services from other 3<sup>rd</sup> party recognised bodies.

This policy is intended to cover all products and services provided regardless of the 3<sup>rd</sup> party provision or requirements.

## General guidance

Delyn Safety commit to consider any access arrangements that may be required before a candidate/delegate is enrolled for any training.

All Candidates will be made aware that in order to gain a successful outcome, they must achieve all of the requirements as listed in the relevant training standard or course requirements.

No amendments to the learning outcomes or performance requirements may be made. However, candidates may meet the requirements of the training in a different way if listed as an option in the standards/course requirements.

Delyn Safety will endeavor where practical, to identify if a candidate/delegate is capable of achieving the learning outcomes of the training programme at the induction/initial assessment stage of the process. This will avoid the candidate being disadvantaged.

Delyn Safety will ensure that any requirements are documented prior to the commencement of any course and ensure that evidence of any need for an access arrangement or particular assessment requirement is kept (record held on Delyn Safety adjustment form).

## Use of language other than English, Welsh or Irish (Gaelige)

Delyn Safety currently only provides products and services under CITB Accreditation in the medium of English.

Delyn Safety will endeavor to ensure all candidates are fully aware of all course requirements in the process of any course booking.

## Special adjustments

Delyn safety will endeavor to provide and confirm any access arrangements which may be required at the point of course booking.

If suitable arrangements cannot be provided at the venue on the date of booking the delegate will be offered an alternative place at a suitable venue.

In cases where it is not possible to provide such adjustments as required by the delegate due to circumstances or venue issues beyond Delyn Safety's control, a refund will be provided. (refunds only apply where information in regard special / additional requirements are stated at the time of booking).

Access arrangements cover the entire course and should be determined as early as possible to ensure the correct arrangements are made. The candidate does not necessarily have to have a disability (as defined by the [Equality Act 2010 \(External link - Opens in a new tab or window\)](#)) to be allowed an access arrangement, neither will every candidate who has a disability be entitled to an access arrangement.

The arrangements are intended to increase access to training and assessment but cannot be granted where they will directly affect performance in the skills that are the focus of the training.

[See the Equality and Human Rights Commission's definition of disability \(External link - Opens in a new tab or window\)](#).

## Accessibility arrangements

In making alternative access arrangements to allow a candidate/delegate to meet training requirements, steps must be taken to ensure that the person is still able to meet the required learning outcomes.

An arrangement must not weaken or invalidate these requirements and must reflect their normal way of working.

## Eligibility and evidence requirements table

### Access arrangement

### Eligibility and/or evidence requirement

Extra time where assessment is time framed  
- up to a maximum of 25%

- Statement of special education needs relating to secondary education
- Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor

Extra time where assessment is time framed  
- above 25%

- Visual/hearing impairment
- Physical disability
- Multiple-disabilities
- Learning difficulties

Tapes/CD

- Hearing impairment
- Candidates requiring extra time

Alternative accommodation/venue away from the ATOs premises

Medical/psychological report

Amplification equipment

Normal way of working

Sign interpreter (BSL, ISL and other sign languages)

Hearing impairment

Read aloud

Normal way of working

CCTV

Normal way of working

Communicator

Hearing impairment

Live speaker

Hearing impairment

Low vision aid

Visual impairment

Modified assessment material

- Visual impairment
- Hearing impairment

OCR scanners

Visual impairment

Practical assistant

Candidate with physical disability

Prompter

Normal way of working

Reader

- Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor
- Alternative evidence for candidates in the workplace
- Visual impairment

Scribe

- Physical disability
- Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor
- Alternative evidence for candidates in the workplace

Rest breaks where assessment is time framed

Medical/psychological

Transcript

Handwriting is difficult to decipher

Transcript of tape

Hearing impairment

## Hearing impairments/production of written work

Candidates who are pre-lingual deaf, whose first language is British Sign Language (BSL) and who present their own written work, should have the content of their work assessed fully in those languages, and not against the standard of English.

This is unless the quality of English is stipulated in the training standards or course requirements. A candidate should not be penalised for their quality of English if he/she can demonstrate that they meet the learning outcomes of the standard/course requirement.

Where the candidate produces written material, either by hand or by computer, a transcript of the whole or part may be prepared if all or part of the material cannot be easily read. Alternatively, oral questioning of the candidate can be undertaken using BSL if appropriate.

Written material should only be requested where it is a requirement of the standards or scheme criteria. Alternative methods other than written should be considered, for example, questioning or the use of audio and visual devices.

As long as the candidate can demonstrate he/she meets the learning outcomes, then the lack of written or literacy skills (unless specifically stated in the standards/criteria) should not prove to be a barrier to the candidate successfully meeting the training standard/course requirements.

If suitable arrangements cannot be provided at the venue on the date of booking the delegate will be offered an alternative place at a suitable venue.

In cases where it is not possible to provide such adjustments as required by the delegate due to circumstances or venue issues beyond Delyn Safety's control, a refund will be provided. (refunds only apply where information in regard special / additional requirements are stated at the time of booking).

## Temporary illness, injury or indisposition

Candidates suffering with temporary illness, injury or indisposition at the time of training delivery should be given the opportunity to reschedule to a time convenient to both Delyn Safety and the candidate. (Delyn Safety will provide one additional opportunity per delegate only on confirmation of specific circumstances where the delegate would have suffered in relation to the requirements of the specific course being attended).

In cases where work related issues (workload), pre-determined appointments (hospital or otherwise), holidays are stated as a reason for non-attendance. They will not be considered as a justified concern in relation to this section and in that regard will be dismissed and the delegate marked as absent and no refund or alternative place offered.



## Safeguarding Policy

DELYN SAFETY UK believes that all learners have the right to develop to their full potential. Therefore, we take seriously our role in promoting the health and well-being of our learners.

Whilst there are specific legal requirements relating to the welfare and protection of vulnerable people, DELYN SAFETY UK is strongly committed to safeguarding all young people, adult learners and staff against harm, abuse and bullying/harassment beyond legal compliance. We will therefore actively promote the well-being of all and ensure that this is central to our planning, decision-making and day-to-day practice.

It is the responsibility of all managers and those responsible for sub-contracted provision to ensure that the staff within their teams, partners or person who represent or undertake activities on behalf of DELYN SAFETY UK, having contact with learners are provided with, understand and comply with this policy and all supporting procedures or instructions.

## Our Approach

In order to ensure that we fulfil our safeguarding and well-being responsibilities, we will:

Practice safe recruitment, selection and vetting procedures that include checks into the eligibility and suitability of appropriate staff;

Ensure the protection of individuals or groups from radicalisation from terrorist or extremist groups.

Ensure that all Employers and work placement providers have been risk assessed for safety and suitability;

Work in partnership with learners and with other agencies in promoting a safe learning environment.

We will seek to safeguard all learners by:

Valuing them, listening to them and respecting and taking appropriate action where required;

Providing safeguarding guidelines through procedures and in accordance with the DELYN SAFETY UK code of conduct for staff;

Promoting fundamental British values (as defined in the Prevent Duty), including democracy, and equality the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

Recruiting staff safely to incorporate best practice guidance for safeguarding to be included in the recruitment and selection process;

Sharing information about concerns with designated agencies and involving learners and their parents/carers appropriately.

All policies and procedures will be made available to any relevant person on request.

## Review & approval schedule

Safeguarding policy, procedures and instructions are set within management systems and will include appropriate monitoring and analysis, reporting and recommendations for continuous improvement.

We are committed to reviewing our policy and practice at least annually.