



Key Policies and Duties



Mission

To create and sustain a safe environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in our local communities.

Values

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

Respect, Honesty, Trust, Openness, Equality of Opportunity for all.

Vision

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to **Safeguarding** all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.

Introduction

Nova training has identified extracts from a number of key policies and duties that we use in order to create an equal and safe learning and working environment for all learners and staff. If you require further details or information regarding any of these policies or duties please contact the marketing section.

Comprehensive Equality Policy (extract)

Nova Training is committed to equal opportunities for all. The Comprehensive Equality Policy sets out Nova Training's vision and commitment to ensure equality of access and opportunities for all. We ensure that the aims of all of our stakeholders and the Skills Funding Agency/EFA in ensuring equality, diversity and social inclusion are contained in all of our policies and procedures. We value and celebrate the richness of cultures, backgrounds and traditions of the communities we serve.

Nova Training is committed to developing a workforce that reflects the community it serves. We seek to be an employer that values and develops the skills and abilities of people from different backgrounds.

We are totally opposed to harassment and bullying of any kind and we will meet our commitment under the Race Relations (Amendment) Act to publicly and proactively oppose all forms of racial discrimination.

We are totally opposed to discrimination against people with disabilities and we will meet our commitment under the Disability Discrimination Act 2005 to remove barriers to access to learning for them.

We are aware of the possibility of abuse or harm coming to children and we are aware of the law concerning the duty of care for children. We will do everything in our power to prevent harm to children and to enable them to achieve their aims.

Our equality policy has the widest possible scope to ensure the dignity and human rights of every individual, including staff, learners and their families, employers and work placement providers, subcontractors, service level agreement holders and members of the general public with whom we come into contract.

We seek to ensure that access, services and opportunities are equal and that no person involved or associated with Nova Training receives less favourable treatment on the grounds of nationality, religion, reverence, racial or ethnic origin, language or culture, disability

including limitations to physical access or resources, marital status, responsibility for dependants, age, gender, including pregnant women, nursing mothers, or persons on maternity leave, gender identity, sexual orientation or preference, ability in literacy or numeracy, technical knowledge or skill, behavioural or learning difficulties, lack of ability or insufficient formal qualifications, being an ex-offender, substance abuse, social isolation and homelessness, trade union membership, unemployment, contract worker, asylum-seeking status or for any other identifiable discriminatory cause.

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with Nova Training which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

However, we believe in order and social discipline both in society and in the organisation of work based training and education. We hold that we have the right to request a standard of dress appropriate with circumstance and safety at work and the aims of vocational training programmes.

We will respect any request for confidentiality within the limits of the law. If the request for confidentiality is likely to limit our right to deal with criminal or health & safety matters, then the law will take precedence over an individual's right to privacy. This will apply to all issues including those of disability. The results of all initial assessments for learners and any tests for staff will always be given to them, and always in surroundings which preserve individual confidentiality. We will abide by the Data Protection Act for all computer and documentary security including sensitive data.

We confirm that we will, if unable to help a person with learning difficulties or disabilities to access their chosen learning programme with us, refer them to other agencies or organisations so that a continuous pathway of help and advice is formed.

We will comply fully with the letter and intention of all laws and directives. We are committed to the fulfilment of all agreements, codes of practice, regulations and Acts which may have implications for our role in vocational training.

E-Safety Policy (extract)

The purpose of this policy is to:

- Set out the key principles expected of all members of Nova Training, be they staff or learners with respect to the use of ICT-based technologies.
- Safeguard and protect the learners and staff of Nova Training.
- Assist all staff working with learners to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other Nova Training policies.
- Ensure that all members of Nova Training are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary and/or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with learners.

Our Safeguarding Policy (extract)

Nova Training recognises that the welfare of our learners is paramount and we take very seriously our responsibility to safeguard, protect and promote the welfare of all the children, young people and vulnerable adults in our care.

Nova works in line with the Prevent strategy which is a government initiative focusing on radicalisation, extremism and counter terrorism threats to the UK and it's overseas interests. Nova follows the reporting guidelines for the above strategy through the designated person, in conjunction with the Local Safeguarding board and the relevant Counter Terrorism Unit.

All children, young people and vulnerable adults have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

All staff and volunteers at Nova Training understand the importance of working in partnership with children, young people and vulnerable adults, their parents/carers and other agencies in order to promote learners welfare.

The purpose of the Safeguarding policy is to:

- afford protection for the learners
- enable staff and volunteers to safeguard and promote the welfare of learners
- promote a culture which makes Nova Training a safer place to learn

Prevent Duty (extract)

Our key aim is to protect our learners from the risk of radicalisation and ensure that we have the appropriate support mechanisms in place in order to protect learners from this risk. As a training provider, we will:

- Ensure staff are able to identify learners who may be vulnerable to radicalisation
- Ensure staff know what to do if learners have been identified.
- Protect learners from the risk of radicalisation as part of our safeguarding duties, whether these risks come from within Nova Training or are the product of outside influences.
- Build learners' resilience to radicalisation by promoting fundamental British values and enabling learners to challenge extremist views (we will be a safe space where learners can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments).
- Nova Training will assess the risk of our learners being drawn into terrorism.
- Our staff will have a general understanding of the risks affecting the learners within our community. This would include the increased risk of online radicalisation.
- Our staff will have a specific understanding of how to identify individual learners who may be at risk of radicalisation and what to do to support them.
- In line with our safeguarding policy, staff will be alert to any changes in learner's behaviour which could indicate that they may be in need of help or protection.
- As a staff, we would use our professional judgement in identifying learners who may be at risk of radicalisation and act proportionality.
- Again, as in line with our safeguarding policy, action would be taken if staff observe any behaviour that may cause concern.
- If necessary, (if we felt a learner might be vulnerable to being drawn into terrorism) we would make a referral to the Channel programme.

Our Safer Recruitment Policy (extract)

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure compliance with all relevant recommendations and statutory guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings", the code of practice published by the Disclosure and Barring Service and the 2014 Statutory Guidance for Keeping Children Safe in Education
- ensure that Nova Training meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and the Statutory Guidance.