

Forever Teaching

Equality, Diversity and Inclusion Policy

Date policy issued: 08/08/2026

Date policy last reviewed: 08/08/2026

This policy will be reviewed every 12 months (as a minimum).

Review due date: 08/08/2027

Designated Safeguarding Lead contact details:

Designated Safeguarding Lead: Ethan Taberner & Joshua Heaton

Designated Safeguarding Lead Contact details: ethan.taberner@foreverteaching.co.uk / joshua.heaton@foreverteaching.co.uk / 0161 327 4385

1. Purpose and commitment

Forever Teaching Ltd is committed to equality of opportunity, inclusion and dignity at work. Decisions about recruitment, pay, development, placement and progression will be based on objective, lawful and role-relevant criteria. Unlawful discrimination, harassment, sexual harassment, victimisation and bullying are not tolerated.

2. Scope

This policy applies to directors, employees, workers, candidates, applicants, contractors and anyone dealing with Forever Teaching. It applies throughout advertising, registration, vetting, selection, placement, assignment management, training, promotion, pay, complaints and termination.

3. Protected characteristics

The company will not unlawfully discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex or sexual orientation. The company will also seek to prevent unfair treatment based on other irrelevant personal circumstances.

4. Recruitment and selection

- Advertisements and job information will use inclusive, role-relevant language and avoid unjustified barriers.
- Candidate selection will be based on skills, experience, qualifications, safeguarding requirements and suitability for the assignment.
- Clients will be challenged where an instruction appears discriminatory or unrelated to a lawful occupational requirement.
- Reasonable adjustments will be considered during recruitment, interviews, onboarding and assignments.
- Personal information about health, disability, religion or other sensitive matters will be handled confidentially and only where relevant and lawful.
- Records will be sufficient to explain material decisions and support fair, consistent practice.

5. Working relationships and conduct

- Everyone must treat colleagues, candidates, clients and pupils with dignity and respect.
- Bullying, harassment, sexual harassment, discriminatory remarks, exclusionary behaviour and retaliation are prohibited, including online conduct.
- Employees and workers must follow the equality, safeguarding and conduct rules of client schools while on assignment.
- Concerns should be raised promptly so that support, investigation and corrective action can be provided.

6. Reasonable adjustments and accessibility

Forever Teaching will consider reasonable adjustments for disabled applicants, employees and workers. This may include accessible communications, changes to interview arrangements, equipment, working methods, hours or support. The company will liaise with clients where an adjustment affects an assignment, while respecting confidentiality.

7. Client and supplier expectations

Forever Teaching expects clients and material suppliers to act lawfully and respectfully. The company will not knowingly comply with discriminatory requests and may decline or terminate relationships where serious or repeated concerns are not addressed.

8. Reporting concerns

A person may raise a concern with Joshua Heaton or Ethan Taberner, through the complaints process, grievance process or Whistleblowing Policy as appropriate. Complaints will be considered fairly, sensitively and as confidentially as possible. No person should be disadvantaged for raising a genuine concern or supporting an investigation.

9. Breaches

Breaches may result in training, corrective action, removal from an assignment, disciplinary action, termination of engagement or referral to a client, regulator or other authority where appropriate. Malicious allegations may also be addressed under the relevant conduct procedure.

10. Training, monitoring and review

The company will provide proportionate guidance on inclusive recruitment, reasonable adjustments, respectful conduct and preventing harassment. The directors will review complaints, candidate and worker feedback, recruitment outcomes and policy effectiveness, while avoiding unjustified collection or use of sensitive personal data.

Approval

This policy is approved on behalf of Forever Teaching Ltd and takes effect from the date of approval.

Policy Owner: Directors

Approved By: Directors of Forever Teaching

Version: 1.0

Review Date: Annually