



Enterprise4All Inclusion Policy V1.0

1. Policy Statement

Enterprise4All is committed to providing inclusive, accessible, and high-quality learning opportunities for all adult learners, regardless of background or support needs. Inclusion ensures every learner can participate fully, achieve their potential, and progress into meaningful employment or further learning.

This policy covers:

- Identifying and supporting learners with additional needs
- Creating an inclusive learning environment
- Embedding equality, diversity, and inclusion (EDI) throughout our provision
- Meeting legal obligations under the Equality Act 2010 and Children and Families Act 2014

2. Scope

Applies to:

- All learners enrolled on Enterprise4All programmes
- All staff (teachers, support staff, leadership)
- Subcontractors and partners delivering programmes
- All stages of the learner journey

3. Legal and Regulatory Framework

- Equality Act 2010 – protected characteristics, reasonable adjustments
- Children and Families Act 2014 – SEND Code of Practice
- ESFA funding rules
- Ofsted EIF – quality of education, personal development, leadership
- DfE Skills Bootcamp guidance
- Data Protection Act 2018 / UK GDPR

4. Definitions

- **Inclusion:** Learners can access, participate, and benefit from learning
- **SEND:** Learners requiring additional or different support
- **Vulnerable Learners:** Care leavers, mental health conditions, homelessness, caring responsibilities, refugees/asylum seekers, disadvantaged adults, justice system experience
- **Reasonable Adjustments:** Changes to teaching, assessment, or environment to remove barriers

5. Roles and Responsibilities

Role	Responsibilities
CEO – Malin Patel	Strategic vision, resources, final escalation, board reporting
DSL & Inclusion/SEND Lead – Louise Jolly	Policy implementation, SEND register, external liaison, staff guidance, monitoring, reasonable adjustments
Director of Operations / DDSL – Irfana Desai	Operational compliance, supports DSL, safeguarding case management
Teachers	Identify support needs, differentiate teaching, contribute to ILPs, implement adjustments
All Staff	Promote inclusion, challenge discrimination, support learners, engage in EDI CPD

6. Inclusive Practice – Learner Journey

- **Pre-enrolment & Marketing:** Accessible materials, outreach to underrepresented groups
- **Enrolment & Initial Assessment:** Holistic assessment, safe disclosure, safeguarding check
- **Individual Learning Plans (ILPs):** Goals, support actions, review every 4 weeks
- **Teaching & Assessment:** Differentiated delivery, assistive technology, trauma-informed practice
- **Pastoral & Wraparound Support:** DSL/DDSL support, mental health first aid, external referrals, practical support
- **Progression & Destination Support:** Career guidance, CV/interview support, handovers to employers or FE

7. Identifying & Supporting SEND Learners

- **Early Identification:** Self-disclosure, assessment, teacher observation, ILP reviews, referrals
- **Register:** Reviewed weekly by teachers, admin and SEND lead
- **Support Strategies:** Assistive technology, flexible submission formats and access to learning materials, communication support (subtitles, transcripts, lesson recordings, etc), reasonable adjustments to courses
- **External Partnerships:** Local SEND teams (Adult Social Care/Learning Disability Service offered by Blackburn Council), mental health services (Mind, Hub of Hope, Shout, Mental Health Foundation, Samaritans) specialist charities (Equally Ours, Equality and Human Rights Commission, Disability Rights UK, Scope, Mencap, Sense, Daisy Inclusive UK), Jobcentre Plus

8. Equality, Diversity & Inclusion (EDI)

- Eliminate discrimination, promote equality, foster good relations
- Protected Characteristics: Age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation
- Inclusive curriculum, diverse guest speakers, challenge stereotypes, safe reporting
- Monitor and analyse equality data: enrolment, retention, achievement, progression

9. Staff Training & Development

- Mandatory CPD: EDI, safeguarding, Prevent, SEND awareness, trauma-informed practice
- Specialist training for DSL, DDSL, SEND Lead
- CPD recorded, monitored, linked to quality improvement

10. Learner Voice

- Surveys, learning reviews, learning outcomes, anonymous feedback options, support calls
- Feedback used to improve programmes, resources, staff CPD

11. Quality Assurance & Impact

- Lesson observations, ILP audits, SEND register reviews, learner progress tracking
- Measure retention, achievement, progression, learner satisfaction
- Report weekly to senior leaders and annually in SAR

12. Complaints & Concerns

- First contact: teacher or Inclusion & SEND Lead (Louise Jolly)
- Escalation: Director of Operations (Irfana Desai) and CEO (Malin Patel)
- Formal complaints per Complaints Policy

13. Review & Monitoring

- Annual review by Inclusion & SEND Lead, CEO
- Next review: October 2026

14. Related Policies

- Safeguarding, Complaints Policy, Learner Declaration, Data Protection Policy, Teaching & Learning Policy

15. Contact Information

Purpose	Contact	Role	Email
Inclusion & SEND	Louise Jolly	DSL / Inclusion & SEND Lead	louise@enterprise4all.co.uk
Deputy Safeguarding	Irfana Desai	Director of Operations / DDSL	irfana@enterprise4all.co.uk
Executive Escalation	Malin Patel	CEO	malin@enterprise4all.co.uk