Cardiff Academy

POLICY /// STUDENT WELFARE AND SAFEGUARDING

Equality, Diversity and Inclusion Policy

Cardiff Academy's commitment to equal opportunity and inclusion for students and staff from every background, how we meet the Equality Act 2010, our approach to disability and reasonable adjustments, the accessibility plan, equality monitoring and how discrimination is challenged.

REFERENCE	**CA-WEL-06**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Principal**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All students, staff, governors, applicants, agents and contractors**	PUBLISHED	**Website; Student Handbook; staff portal**

RELATED POLICIES CA-WEL-05 Anti-Bullying, Harassment and Sexual Misconduct; CA-ACA-06 Extenuating Circumstances and Reasonable Adjustments; CA-ADM-01 Admissions; CA-HR-01 Safer Recruitment; CA-GOV-09 Freedom of Speech; CA-HSE-02 Fire Safety (PEEPs)

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Policy statement

Cardiff Academy is an international community. Students from more than 40 countries, and staff from many backgrounds, study and work together here. We value this diversity and are committed to an inclusive environment in which everyone is treated with dignity and respect, has equal access to opportunities, and is able to succeed.

2 Legal framework

We comply with the **Equality Act 2010**, which protects people from discrimination, harassment and victimisation because of the **protected characteristics**: age; disability; gender reassignment;

marriage and civil partnership; pregnancy and maternity; race (including colour, nationality and ethnic or national origin); religion or belief (including lack of belief); sex; and sexual orientation.

Unlawful conduct includes direct and indirect discrimination, discrimination arising from disability, failure to make reasonable adjustments, harassment and victimisation.

3 Our commitments

We will:

- treat all applicants, students and staff fairly, and make decisions on merit and evidence
- make reasonable adjustments for disabled students, applicants and staff, anticipating needs where possible
- design programmes, assessments, publicity and premises to be accessible
- respect religious and cultural diversity, including reasonable accommodation of prayer, dietary requirements and religious observance
- challenge prejudice, stereotyping and discriminatory language
- monitor our data to identify and address gaps in access, attainment, progression and complaints
- train staff on equality, unconscious bias and inclusive practice

4 Responsibilities

Role	Responsibility
Board of Governors	Approves this policy and the equality objectives; reviews the annual equality report
Principal	Leads on equality and inclusion; owns this policy
Student Welfare Officer	Coordinates disability support and Learning Support Plans
Head of Operations	Accessibility of premises; Personal Emergency Evacuation Plans
All staff	Model inclusive behaviour; challenge discrimination; follow this policy
Students	Treat others with respect; follow the Student Code of Conduct

5 Disabled students

- Students are invited to disclose a disability before and after enrolment. Disclosure is confidential and is shared only with consent and on a need-to-know basis.
- The Student Welfare Officer agrees a **Learning Support Plan** setting out adjustments in teaching, assessment (CA-ACA-06), the premises and emergency evacuation (PEEP).
- We do not refuse applications because of disability (CA-ADM-01).

6 Accessibility plan

The Head of Operations maintains an Accessibility Plan for the premises at 8 Drake Walk, reviewed annually. It records current accessibility (entrances, lifts, accessible toilets, hearing loops, signage,

lighting), known barriers, and planned improvements with dates. Where a barrier cannot be removed, we will make alternative arrangements (for example relocating a class to an accessible room).

7 Religion and belief

A quiet room is available for prayer and reflection for people of all faiths and none. Reasonable requests to accommodate religious observance in timetabling and assessment will be considered (CA-ACA-06). Freedom to hold and express beliefs is respected within the law (CA-GOV-09).

8 Equality in staffing

Recruitment, pay, promotion, training and other employment decisions are made fairly and without discrimination. Reasonable adjustments are made for disabled applicants and staff. Equality data for staff is monitored.

9 Equality objectives

The Board sets measurable equality objectives each year. Objectives for **2026–27** are:

1. Reduce any attainment or progression gap between nationality groups of more than **10** percentage points.
2. Ensure all staff complete equality and inclusion training within six months of starting.
3. Complete the access audit actions due this year.

10 Monitoring

Equality data (collected voluntarily and kept confidential) is analysed annually for applications, offers, enrolment, attainment, progression, complaints, appeals, misconduct and disciplinary outcomes. The **annual equality report** is considered by the Academic Board and Board of Governors.

11 Raising concerns

Students who feel they have been discriminated against can raise this through CA-WEL-05 or CA-WEL-08. Staff can use the grievance procedure (CA-HR-03).

12 Equality impact

New and revised policies are checked for their potential impact on people with protected characteristics before approval (CA-GOV-01).

13 Review

This policy is reviewed annually.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 13 (teaching does not discriminate and encourages respect for protected characteristics); Standard 6 (needs of students with learning difficulties or disabilities); Standards 26–27 (safe access, evacuation and washrooms for disabled students)
British Council Accreditation UK criteria	W3 (tolerance and respect); T17 (learning support); P1–P2 (premises)
University partner due diligence	Partner due diligence – EDI policy covering protected characteristics; disability support; equality monitoring of outcomes
Legislation and statutory guidance	Equality Act 2010 (including duties on reasonable adjustments and harassment); Human Rights Act 1998; Welsh Language (Wales) Measure 2011 (does not impose duties on the Academy, but we welcome use of Welsh)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Equality Policy (Estyn); CA Equalities Policy (JCQ, 2025); Accessibility Plan 2018 and 2020
1.0	October 2026	Principal	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		