

SPARK ACADEMY

EQUALITY, DIVERSITY AND INCLUSION POLICY

1. Policy Statement

At Spark Academy Tutoring, we are fully committed to promoting equality, diversity, and inclusion in all areas of our work. We believe that every student has the right to access high-quality tuition in an environment that respects their individuality and supports their learning.

Our core ethos is to provide an inclusive tuition service that seeks to identify and respond to the individual needs of every learner, regardless of their background, ability or personal circumstances.

We do not tolerate discrimination, harassment, or victimisation of any kind. All tutors, staff, students, and parents are expected to behave in a way that upholds these values and contributes to a culture of respect and fairness.

2. Scope of the Policy

This policy applies to:

- All tutors (freelance, or voluntary)
- Staff and administrative team members
- Students and parents/carers receiving tuition services
- Any individuals engaging with the company's activities or representing it publicly

3. Legal Framework

This policy is guided by and should be read in accordance with relevant legislation and statutory guidance, including:

- Equality Act 2010
- Human Rights Act 1998
- Children and Families Act 2014
- SEND Code of Practice: 0 to 25 years
- Other relevant statutory guidance and codes of practice

We recognise and aim to protect the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

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4. Responsibilities

4.1 Company Responsibilities

- Ensure all staff and tutors understand and follow this policy
- Provide training and resources on inclusive practice when appropriate to do so
 - Monitor and review our services to promote equal access and fairness
- Respond to complaints of discrimination or unfair treatment promptly and fairly

4.2 Tutors' Responsibilities

Tutors must:

- Treat all students and their families with respect, regardless of their background, culture, identity, or belief
- Provide tuition in a way that is inclusive, non-discriminatory, and adapted to meet individual needs where possible
- Avoid assumptions and stereotypes and challenge prejudice if they encounter it
 - Uphold the reputation of Spark Academy Tutoring as an inclusive service
- Report any concerns or incidents relating to discrimination, harassment, victimisation or other inappropriate conduct to the Director.

5. Inclusive Practice and Meeting Learners' Needs

We understand that children learn in different ways and may face various barriers to achievement. As part of our inclusive ethos, we aim to:

- Adapt our teaching to support neurodiverse learners, those with SEN, or those facing emotional, social, or language-based barriers
- Recognise the impact of cultural background, lived experience, and socioeconomic status on learning, and adjust support accordingly
- Encourage tutors to listen to students and parents, tailoring their methods with empathy and professionalism

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6. Unacceptable Behaviour

We do not tolerate:

- -Discrimination, harassment or victimisation
- Racist, sexist, homophobic, transphobic, ableist or otherwise discriminatory or prejudicial language or behaviour
- Bullying, harassment, intimidation or deliberate exclusion
- Verbal abuse or threatening behaviour towards tutors, students, families or staff

7. Complaints and Reporting

If a tutor, student, parent, or staff member feels they have been treated unfairly or discriminated against, they are encouraged to raise their concern.

Concerns and complaints will be handled in accordance with Spark Academy Tutoring's Compliments and Complaints Policy. Where appropriate, safeguarding concerns will also be managed in accordance with the Safeguarding Policy.

8. Policy Monitoring and Review

We are committed to ongoing improvement. This policy will be:

- Reviewed annually or sooner if legislation changes
- Informed by feedback from tutors, students, and families
- Evaluated based on how effectively we promote inclusive practice and meet learners' needs

Policy Approved By: Becky Kowalski, Director & Designated Safeguarding Lead

Last Reviewed: August 2026

Next Review Date: August 2027