

# **STEPHENSON STUDIO SCHOOL**



## **EQUALITY POLICY**

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## Statement of Intent

In accordance with Equality legislation, Stephenson Studio School encourages and supports the development of a society in which:

- people's ability to achieve their potential is not limited by prejudice or discrimination;
- there is respect for and protection of each individual's human rights;
- there is respect for the dignity and worth of each individual;
- each individual has an equal opportunity to participate in society; and
- there is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.

The Stephenson Studio School strives to achieve a culture of excellence without exclusion, the elimination of prejudice and discrimination of all kinds, and that this should become thoroughly embedded in the culture of the Stephenson Studio School.

The Stephenson Studio School will uphold the personal dignity of all staff and learners. It will ensure that they may work and learn without harassment or bullying. They should not have to suffer unwanted conduct or have their dignity offended or violated. There must not be an intimidating or hostile environment for them, nor can they be degraded or humiliated or placed in an offensive environment.

Stephenson Studio School is committed to achieving equal opportunities with dignity, courtesy and integrity, for all members of the Stephenson Studio School community, learners, staff, visitors and organisations with whom the Stephenson Studio School works.

The Stephenson Studio School is opposed to any form of behaviour that discriminates on the grounds of gender, marital status, family responsibility, sexual orientation, colour, race, ethnic or national origins, religion, political affiliation, disability, social background, age, unrelated criminal conviction, trade union membership or activity or educational need.

The Stephenson Studio School will actively implement this policy to ensure that all learners, staff and visitors learn and work in an environment which provides a safe, appropriate and supportive environment in which all individuals are able to pursue successfully their chosen activities.

## Equality Value Statement

The Stephenson Studio School is committed to the active promotion of equality in all of its activities and to the elimination of all forms of discrimination that may lead to anyone suffering disadvantage.

The Stephenson Studio School's primary purpose is to support learning. The potential of all individuals for lifelong learning towards personal development and achievement is recognised for learners and employees.

The Stephenson Studio School will ensure that all new learners and staff are made aware of its aims and values in relation to Equality

## Key Principles

Everyone has the right to equality of opportunity.

In order to ensure that all learners, staff, visitors and organisations with which the Stephenson Studio School works are treated with equality and fairness, and that their treatment is based solely on objective criteria, the Stephenson Studio School will ensure that equality issues are embedded into all its policies and procedures.

The Stephenson Studio School will treat all individuals with respect and dignity, and seek to provide a learning and working environment free from harassment, discrimination and victimisation. The Stephenson Studio School will not tolerate any form of discriminatory behaviour against its staff, learners, visitors, either from other employees, learners or members of the public.

It is the responsibility of all members of the Stephenson Studio School community to promote equality and diversity and avoid unlawful discrimination in accordance with EU and UK laws.

The Stephenson Studio School seeks to embrace diversity in its learner population which should reflect the community it serves.

The Stephenson Studio School seeks to embrace diversity in all its aspects and aims to employ a workforce which reflects, at all levels, the community it serves.

In seeking to achieve a balanced workforce at all levels, the Stephenson Studio School will ensure that no employee, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job. Reasonable adjustments will be made to arrangements and premises to ensure equal access for disabled Learners, staff or potential staff and visitors.

The Stephenson Studio School will establish a Single Equality Scheme.

## Specific Principles

### Access to Learning

A clear statement of the Stephenson Studio School's commitment to equality of opportunity will be given in relevant Stephenson Studio School publications.

The Stephenson Studio School will work to ensure that there is no discrimination of any kind in relation to the recruitment and admission of learners to courses. Recruitment patterns across curriculum areas will be reviewed and positive action, where appropriate, taken to increase the participation of under-represented groups.

The Stephenson Studio School will provide full-time and sessional childcare places. Systems for allocating places will comply with equal opportunity principles, will be means tested and within the Stephenson Studio School financial budget set for such support.

The Stephenson Studio School will provide appropriate financial support to learners who can demonstrate financial need.

The Stephenson Studio School will work to ensure that all learners have physical access to teaching, support and social areas within the Stephenson Studio School.

The Stephenson Studio School will take into account the needs of the local community and actively encourage representation from the local community in relevant policy-making and marketing forums.

### The Curriculum

It is the legal and ethical responsibility of all staff to conduct their teaching and learning activities in a non-discriminatory manner.

All learners will be provided with an effective Induction programme that familiarises them with the Stephenson Studio School's Equality Policies and helps them to recognise the rights and responsibilities of themselves and others in relation to equality of opportunity.

The Stephenson Studio School will seek to ensure that resource materials and learning activities are free from discriminatory and stereotypical assumptions, images and language, and will act upon any that are brought to the Stephenson Studio School's attention. Exceptions may be made where such materials and activities are required for specific learning purposes.

All initiatives to increase and widen participation will be explored and supported to maximise learning opportunities for all.

The Stephenson Studio School will provide appropriate facilities to support learners in becoming independent learners.

Under the protection of the relevant legislation, the Stephenson Studio School will encourage special course provision in those areas of the curriculum where groups of learners are under-represented, e.g. women in Construction and Engineering.

The Stephenson Studio School will offer learning support in literacy and numeracy for all Learners who are identified as requiring it, learner support for all those who need it and English language support for those for whom English is not their first language.

The Stephenson Studio School will set targets for and monitor retention, achievement and progression rates for all learners leading to positive action for under-represented groups.

The Stephenson Studio School is aware of the need for positive and non-stereotypical role models, especially in traditionally stereotyped vocational areas and it will seek to provide examples of these.

The Stephenson Studio School will promote, in teaching and learning, social inclusiveness and awareness of other cultures. It will employ teaching and learning strategies which will discourage prejudice and stereotyping, and not disadvantage particular groups of learners.

The Stephenson Studio School will assist learners who need more flexible arrangements in relation to examination and assessment.

In workplace assessment, the Stephenson Studio School will seek to reflect the Stephenson Studio School's policies on equality and diversity.

The Stephenson Studio School recognises the individual needs of learners and aims to support these needs in the interest of individual learners' goals. It seeks to provide suitable learning opportunities for all in the community.

### **Communication, Marketing, Publicity and External Liaison**

The Stephenson Studio School will ensure that our website, marketing, publicity and recruitment procedures are designed to be non-discriminatory and welcoming to all.

The Stephenson Studio School will make equality an important theme in our regular communication with staff and learners. We will use the staff handbook to inform staff of our work on all aspects of equality. We will inform learners using the Stephenson Studio School induction program, the VLE, School Council and plasma screens.

We will provide a central point of contact through a manager with responsibility for equality. This role will have a cross Stephenson Studio School co-ordinating role in pursuit of positive outcomes with regards to the strategic development, reporting directly to the Senior Management.

The Stephenson Studio School will act to identify the needs of disadvantaged groups. This will include liaison with group representatives and market research.

A summary of the Stephenson Studio School's Equal Opportunities Policies will appear in all Stephenson Studio School prospectuses and on the Stephenson Studio School intranet. Publicity material will, where practical, reflect the diversity of, and be made available to, the community and will be free from bias.

Special facilities such as access to nursery place and learning workshops will be emphasised in publicity materials.

### **Support Services**

Personal support will be provided for any learners or employee who has been the recipient of harassment, bullying or any other form of discrimination. The Stephenson Studio School Counselling Service will provide a confidential service for all learners which will be free from prejudice.

The Personnel Department will provide unbiased advice and guidance to employees on all issues connected with their employment and their personal and professional development.

Learner Services will provide appropriate impartial advice and guidance to all learners, and will also ensure that learners have access to appropriate financial support.

### **Staff Training and Development**

The Stephenson Studio School will make all employees aware of their responsibility for the implementation of the Equality Policy

The Stephenson Studio School will provide training for Trustees and Stephenson Studio School employees in respect of equality of opportunity and implementation of the Stephenson Studio School Policy.

Staff training and development opportunities will be available for all staff, both teaching and support, full-time and part-time.

The Stephenson Studio School will take positive action to offer opportunities for training and promotion to groups of employees who are identified as disadvantaged.

### **The Stephenson Studio School Environment**

The Stephenson Studio School seeks to create an environment in which all learners, staff and visitors feel comfortable, irrespective of race, gender, age, faith and belief, sexual orientation/ transgender, disability and social deprivation.

The Stephenson Studio School will respond positively and courteously to all its learners, staff and visitors from the first point of contact.

Stephenson Studio School facilities will be reviewed as part of the annual Self Assessment process to ensure that the needs of particular groups receive attention.

The Stephenson Studio School will cater for special dietary requirements where possible.

Provision will be made wherever possible for wheelchair access to all parts of the Stephenson Studio School. Accommodation strategies will take into account the access needs of those with physical disabilities.

The Stephenson Studio School will provide facilities for prayer

The Stephenson Studio School will consider the rights of transgender/transsexual staff and learners and make suitable arrangements to meet their physical and emotional needs

The Stephenson Studio School will make reasonable adjustments to its premises and arrangements with the aim of avoiding any disadvantage.

## Monitoring

The Stephenson Studio School undertakes to conduct comprehensive and effective monitoring of all aspects of staffing and the learner body.

The Stephenson Studio School implements Equality Impact Assessment (EIA) on the full range of decisions and business activities we undertake and services we provide. We publish a separate EIA policy and toolkit

## Staff

The Stephenson Studio School is committed to the collection of statistics, analysis of data and presentation of data, as well as monitoring on an on-going basis and as employment policy and practices change.

The Stephenson Studio School will use the two main forms of monitoring, i.e. the composition of the existing workforce and the recruitment process, looking at the workforce with reference to ethnicity, disability and gender, in particular.

The Stephenson Studio School will also categorise employees according to grade; contract type, i.e. whether full-time or part-time, permanent or temporary; age; length of time in post; place of work; salary; caring responsibilities. Records will also be kept of training, appraisals, promotions, re-grading and discretionary pay awards.

After the employment relationship has ended, the Stephenson Studio School may retain statistics; data about the composition of the workforce, including appraisal and promotion records on an anonymous basis for the purpose of carrying out equal opportunities monitoring, and may also look at reasons for resignation and resignation rates.

Monitoring will be undertaken in accordance with best practice recommendations, particularly from the Commission for Racial Equality & Human Rights (CEHR) and with regard to data protection principles.

## Learners

The Stephenson Studio School will monitor the recruitment, retention and achievement of learners in relation to age, ethnicity, disability and gender. Reports will be made to the Senior Management Team and to the Corporation Board. Appropriate action will be taken where necessary.

The Stephenson Studio School will analyse learner satisfaction questionnaires according to age, ethnicity, disability and gender. Reports will be made to the Senior Management Team and to the Corporation Board. Appropriate action will be taken where necessary.

The Stephenson Studio School will require at Section and Programme level the incorporation of the Equality Policy in the planning and renewal of provision.

The Stephenson Studio School will analyse complaints and grievances in relation to Equality.

The Stephenson Studio School will monitor compliance with the Equality Policy and the Single Equality scheme through the Equality Group.

## Recruitment and Selection of Staff

Recruitment for all positions within the Stephenson Studio School will be carried out in a manner which accords with equality practice.

The long-term aim of the Policy is that the Stephenson Studio School establishment should broadly reflect the make-up of the available-for-work population of North West Leicestershire. Positive action targets will be set where appropriate.

Members of interviewing panels will be made familiar with the Stephenson Studio School's Equality Policy and the recruitment procedures. Training in appropriate procedures and practices will be given.

The criteria for selection and progression of existing employees will be determined solely on the basis of the requirements of the job.

## Positive Action

The Stephenson Studio School undertakes to follow positive action measures allowed by law to rectify disadvantages in employment revealed by monitoring.

Positive action, allows the Stephenson Studio School to:

- provide facilities or services (in the form of training, education or welfare) to meet the special needs of people from particular under-represented groups;
- target job training at particular groups that are under-represented in a particular area of work;
- encourage applications from groups that are under-represented in particular areas of work

Positive action strategies are intended to be temporary measures only. They must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. The Stephenson Studio School will ensure that when using positive action as a strategy, it falls within the law.

If an employee, learner or visitor believes they have not been treated fairly, due to prejudice, or discrimination, they should follow the Stephenson Studio School's grievance and complaints procedures.

## Review

This policy will be reviewed in accordance with legislative developments and the need for good practice, using the local consultation/negotiating arrangements within the Stephenson Studio School.