

POLICY DOCUMENT

Equality & Diversity Policy

1 EQUALITY AND DIVERSITY STATEMENT

The Kibworth Band and its associations (The organisation) has valuing diversity and promoting equality as one of its core values. These govern the way we work with each other and our approach to all our learners and stakeholders.

The organisation aims to promote equal opportunities for potential and current staff, students, visitors and other stakeholders, and will actively implement all of its equalities policies in order to combat discrimination and to promote good relations between different groups.

We acknowledge and celebrate the different backgrounds, cultures, languages, abilities and beliefs of our learners and staff. The organisation aims to promote community cohesion, and to provide a safe and harmonious learning environment where everyone feels that they belong.

The organisation works within the existing legislation relating to equality and diversity, and will take a range of actions each year to ensure it meets its general and specific public sector duties. We are opposed to, and will tackle, any harassment and all other discriminatory attitudes and behaviours, particularly in relation to the protected characteristics of the Equality Act i.e. age, disability, ethnicity, (including race, colour, nationality), gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, religion and belief and sexual orientation, but also in relation to social background, class and trade union affiliation.

We will continue to take positive action to address any under-representation in the student or staff profile, and to tackle any gaps in the success, retention or achievement rates for any equality group. We will also work to eliminate any barriers that might inhibit the success or progression of any groups of students or staff.

2 OBJECTIVES

- To deliver equality and diversity throughout organisational policies, procedures and practice and develop an ethos which respects and values all people
- To challenge discrimination and lack of opportunity and encourage other organisations and individuals to do the same to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognises that difference/diversity is an asset to our organisation both to its work and the people it serves.
- To eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behaviour. No form of intimidation, bullying or harassment will be tolerated
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations and to prepare learners for life in a diverse society
- To ensure all employees, volunteers, learners and collaborative partners are aware and encouraged to support the objectives of this policy.
- Promote good relations amongst people within the organisations community and the wider communities within which we work
- Do our best, within available resources, to remove barriers which limit or discourage access to the organisation's training provision and activities

- Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action.

3 STANDARDS AND GOOD PRACTICE

Equality of opportunity is crucial to good practice in any organisation and fairness of opportunity for all is a basic right.

This policy is therefore underpinned by the following values, principles and standards:

- Active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behaviour
- Commitment to inclusive education which enables and supports all students to develop their full potential
- Commitment to the positive development of all staff
- Accountability for compliance with this policy by all employees and others engaged in Company business or activities.

4 RESPONSIBILITIES

The Management Committee is responsible for ensuring:

- The organisation implements and follows its equality and diversity policies and codes of practice and meets its legal responsibilities
- A consistent and high-profile lead on equality and diversity
- Promotion of equality and diversity inside and outside the training organisation
- Policies and procedures are in place to comply with all applicable legislation
- The organisation implements its equality and diversity policies and codes of practice
- Quality audits are carried out in all areas of Equality & Diversity
- There is baseline data on admission used to ensure learner progression and for staff recruitment and career progression
- That all staff and learners know their responsibilities and receive the necessary support and training.
- Relevant procedures and actions are followed in cases of unfair discrimination, harassment or bullying.

Employees and Volunteers are responsible for:

- Co-operating with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination
- Promoting equality and diversity, and avoiding unfair discrimination
- Reviewing on an annual basis the existing policy
- Challenging, reporting and analysing any incidents of unfair discrimination, racial, sexual or other stereotyping perpetrated by staff, volunteers and/or learners.
- Keeping up-to-date with equality law and participating in equality and diversity training.

Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Learners are responsible for:

- Participating in equal opportunity and diversity training
- Respecting others in their language and actions
- Having an input into policy amendments

- Reporting instances of unfair discrimination, or racial, sexual or other stereotyping
- Implementing the organisation's equality and diversity policies and codes of practice

5 DISCLOSURE PROCEDURE

Every employee, volunteer and learner has a duty to report instances regarding the unfair or negative treatment and acts of discrimination, either direct or indirect, by any other individual either to themselves or to others. This can be achieved informally by speaking with, or writing to, the Designated Person or a member of the Management Committee. If, having raised a complaint, you feel that it has not been adequately resolved you can formalise your complaint by following the Grievance Procedure.

6 DISCIPLINARY ACTION

Action under the organisation's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

7 INFORMATION GATHERING

Information will be gathered from a variety of sources, which will include:

- Learner reviews
- Client and staff questionnaires
- Feedback from external agencies and partners
- Analysis of complaints and grievances and their outcomes
- Annual policy review
- Quality audits.
- Baseline data produced on the admission and progression of learners with disabilities and in respect of staff recruitment and career progression.

8 CENTRE ENVIRONMENT

The organisation will seek to create an environment in which all students, staff and visitors feel comfortable, irrespective of their background.

The organisation staff will respond positively and courteously to all its students, staff and visitors from the first point of contact, and will be trained in equality and diversity to enable them to meet the needs of particular equality groups.

Centre facilities will be reviewed regularly to ensure that the needs of particular groups receive attention, and the views of students and staff from different equality groups will be sought as to any proposed changes.

The organisation will continually review the physical access to its buildings and environment to ensure it complies with the law and is accessible to the widest range of disabled people as possible, and will publish information about its access arrangements.

The organisation will ensure that displays, photos and other artefacts reflect the diversity of the organisation and promote community cohesion.

9 STAFF TRAINING AND DEVELOPMENT

The organisation will make all employees aware of their responsibility for the implementation of Equality and Diversity policies through induction and follow up training.

The organisation will use a range of processes to support teaching staff to review the tutorials and the content of the curriculum they deliver to ensure it is relevant and culturally sensitive (e.g. lesson observations, coaching and training).

Staff training and development opportunities will be monitored by equalities groups to ensure that they are equally available to, and can be accessed by, all staff, both teaching and support, full-time and part-time.

The organisation will also take positive action to offer opportunities for training and promotion to groups of employees who are identified as disadvantaged and / or are under-represented at particular levels in the organisation.

10 MONITORING AND REVIEW

This policy will be reviewed every three years by the Management Committee.

11 LEGISLATION

This policy will be implemented within the framework of all relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006