

1 Equality and Diversity Policy (QC chapter B2, B3, B4, B6, B9)

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Person Responsible	Principal
Linked policies	Code of Conduct for staff Staff Development Policy Safeguarding and welfare Policy
Mapping to Quality Code	QC chapter B2, B3, B4, B6, B9

1.1 Principles

1.1.1 This policy relates to all people who have contact with Ballet West. This includes, but is not restricted to -

- Prospective students
- Students
- Students' parents or guardians
- Staff and visiting teachers
- Prospective employees

Student(s) refers to everyone engaged in learning in Ballet West classes. This includes, but is not restricted to, those participating in -

- Higher Education
- Outreach classes
- Summer schools
- Associates programmes
- Lower school

1.1.2 The policy outlines the commitment of the staff and Board Members of Ballet West to promote equality and eliminate discrimination. This involves tackling the barriers which could lead to unequal outcomes so that there is equality of access and diversity within the Ballet West community and that this is celebrated and valued.

1.1.3 We believe that equality should permeate all aspects of life at Ballet West and is the responsibility of every member of the Ballet West community. Every member of the community should feel safe, secure, valued and of equal worth. We will not discriminate, harass or victimise another person. At Ballet West, equality is a key principle for treating all people the same irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity as defined by the Equality Act 2010.

1.1.4 Training on equality within Ballet West includes:

- The law covering all the protected characteristics and what behaviour is and is not acceptable.
- The risk of ignoring or seeming to approve inappropriate behaviour and personal liability.
- How discrimination can affect the way Ballet West functions and the impact that generalisations, stereotypes, bias, inappropriate language in day-to-day operations can have on people's chances of obtaining work, promotion, recognition and respect.

1.2 Monitoring and Review

1.2.1 Equalities information will be gathered to monitor and assessed to determine whether we are;

- recruiting employees who are disadvantaged or under-represented
- promoting people fairly whatever their protected characteristic
- checking that women and men's pay is comparable in similar or equivalent jobs, or because the work they undertake is of equal value in relation to factors such as effort, skill and decision-making, and
- making progress towards the aims set out in our equality policy

1.2.2 The information we monitor

- How many people with a particular protected characteristic apply for each job, are shortlisted and are recruited or promoted.
- How many people in the workforce have a particular protected characteristic and the levels within the organisation that they are employed at.
- Whether disciplinary action is disproportionately taken against workers with a particular protected characteristic.

1.2.3 We will tell applicants and staff the reason why we are asking them for monitoring information. We provide details of the process we have in place for gathering, storing and using information in order to reassure people who provide information that we will not use their information to discriminate against them, harass them or victimise them, and gather, keep and use information in a way that means this is true, for example, that monitoring forms completed by job applicants are separated from their application forms by someone who is not involved in the decision about who to shortlist and interview - or, if this is not possible because of the size of our organisation, that we will not look at monitoring forms until after we have decided whether to interview someone or not.

1.2.4 We will not ask a job applicant questions relating to health or disability before making a job offer, except to find out how many job applicants are disabled people and whether they are shortlisted or appointed and then to make reasonable adjustments for interview in line with the Equality Act 2010.

1.2.5 We will use equalities monitoring data to compare it with regional representational census data to see how far our workforce reflects the local community. Once we have been collecting it for long enough, we will compare it with last year's data

and look for patterns or trends, such as whether all the people we recruit are very similar to one another or very different from the pool of people we are recruiting from, so we can consider if this is a cause for concern and what we need to do about it. We will also compare the position and treatment of workers with certain protected characteristics within our workforce compared with those without those characteristics. The results of these comparisons will help us to set appropriate targets for our equality policy action plan.

- 1.2.6 The staff member responsible for co-ordinating the monitoring and evaluation of this policy is the programme manager who will be responsible for providing updates on equalities legislation and Ballet West's responsibilities in this regard.
- 1.2.7 This policy and all other relevant policies will be evaluated and monitored for their equality impact on students, staff, parents and carers. The policy will be reviewed annually.

1.3 Achievement

- 1.3.1 There is a consistently high expectation of all students regardless of age, gender, ethnicity, ability, social background and sexual orientation. To secure the best possible outcomes we recognise that:
 - Staff will be expected to provide good, positive role models in their approach to all issues relating to equality of opportunity.
 - It is important to identify the particular needs of individuals within Ballet West and to use targeted interventions to narrow gaps in achievement.
 - All activities and resources relating to learning and teaching will be open to all equally
- 1.3.2 Arrangements will be put in place to ensure that all students are assessed in an equitable way and support will be given to students who require additional support during assessment
- 1.3.3 Arrangements will be put in place to ensure that the complaints and appeals processes are open to all and exercised in an equitable way and support will be given to students who require additional support to use the complaints and appeals procedure
- 1.3.4 The promotion of attitudes and values that celebrate and respect diversity and challenge discriminatory behaviour and language wherever it occurs.

1.4 Ethos and culture

- 1.4.1 Ballet West is aware that those involved in leadership are instrumental in demonstrating mutual respect between all members of the Ballet West community. We strive to achieve a feeling of openness and tolerance which welcomes everyone in the following ways:
 - The students are encouraged to treat all staff and other students, as well as

visitors to Ballet West with friendliness and respect.

- Reasonable adjustments will be made to ensure access for students, staff and visitors (including parents) with disabilities.
- Provision is made to cater for the cultural, moral and spiritual needs of all students through timetabling of classes and off-site activities.
- Students' views are actively encouraged and respected. Students are given an effective voice for example, through student mentoring and regular opportunities to engage with other students about their learning.

1.5 Student Recruitment

- 1.5.1 Courses on offer at Ballet West are promoted for all, through the website and in print advertisements
- 1.5.2 All those involved in admissions and the audition process are trained and are aware of what they should do to avoid discrimination and to ensure equality of opportunity.
- 1.5.3 All new Higher Education students are given a copy of the equality policy in their course handbooks.
- 1.5.4 Policy and procedures are reviewed regularly to check conformity with legislation and the impact of policies is kept under regular review.

1.6 Staff Recruitment

- 1.6.1 All posts are advertised formally and open to the widest pool of applicants.
- 1.6.2 All those involved in recruitment and selection are trained and they will not discriminate, harass or victimise another person and they must ensure equality of opportunity.
- 1.6.3 All new staff members are given a copy of the equality policy to keep.
- 1.6.4 All supply staff and contractors are made aware of the Equality Policy and equalities practice.
- 1.6.5 Employment policy and procedures are reviewed regularly to check conformity with the law and the impact of policies is kept under regular review.

1.7 Countering and Challenging Harassment and Bullying

- 1.7.1 Ballet West counters and challenges all types of discriminatory behaviour and this is made clear to all staff, students, parents and board members.
- 1.7.2 Ballet West has a clear, agreed procedure for dealing with prejudice related bullying incidents and has a nominated member of staff responsible for recording and monitoring incidents.

1.7.3 Reports will be made to the board of trustees on an annual basis, any prejudice related incidents recorded within Ballet West.

1.8 Partnerships with Parents/Carers and the Wider Community

1.8.1 Ballet West aims to work in partnership with parents/carers. We will:

- Maintain good channels of communication.
- Encourage members of the local community to join in Ballet West activities.
- Ensure that the parents/carers of prospective students and all newly arrived students are made to feel welcome.

1.9 Responsibility for the Policy

All members of the Ballet West community have a responsibility for promoting equalities.

1.9.1 The Principal has responsibility for:

- Ensuring that we are providing leadership and vision in respect of equality.
- Overseeing the implementation of the Equality Policy.
- Co-ordinating the activities related to equality and evaluating impact.
- Ensuring that all who enter Ballet West are aware of, and comply with, the Equality Policy.
- Ensuring that staff are aware of their responsibilities and are given relevant training and support.
- Ensuring compliance with all equalities legislation relevant to academic establishments.
- Ensuring the Equality Policy is maintained and updated regularly.
- Ensuring the actions, procedures and strategies related to the policy are implemented.
- Taking appropriate action in response to any prejudice-related incidents.

1.9.2 All staff have responsibility for:

- The implementation of the Equality Policy.
- Dealing with incidents of discrimination, whether direct or indirect, and knowing how to identify and challenge bias and stereotyping.
- Ensuring they do not discriminate on grounds of ethnicity and culture, religion, disability, gender, sexual orientation or against other groups vulnerable to discrimination.
- Keeping up to date with equalities legislation.

1.9.3 All Students have responsibility for:

- Ensuring they do not discriminate on grounds of ethnicity and culture, religion, disability, gender, sexual orientation or against other groups vulnerable to discrimination.

- Treating all staff, other students and visitors, with dignity and respect.
- Reporting to a staff member any incident that they consider to be a breach of this policy.

1.10 Breach of policy

1.10.1 Staff - Any breach of this policy may result in disciplinary action by the board of trustees, which can result in dismissal.

1.10.2 Students - Any breach of this policy will be considered as misconduct and may result in disciplinary action under the Student Disciplinary Policy and Procedures.