

## **Equality, Diversity and Inclusion Policy Statement**

The London School of Business and Social Sciences is committed to creating and maintaining an inclusive working and learning environment that respects and celebrates difference. We aim to provide a community where everyone feels able to participate fully in school life and achieve their full potential.

### **Who does this policy apply to?**

This policy applies to all members of the London School of Business and Social Sciences community including stakeholders, staff, students, apprentices, and visitors. The policy is also available to our external contractors, employers and other partners who the London School of Business and Social Sciences collaborate with. The policy applies to all sites and premises belonging to the London School of Business and Social Sciences or used by it for carrying out its functions.

### **Legal framework**

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate against someone because of one or more of the following protected characteristics:

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

The legislation introduced the public sector equality duty, which requires public authorities to take a proactive and organised approach to equality and tackling discrimination. The London School of Business and Social Sciences is required to publish equality objectives every four years with an annual update and equality information on annual basis to demonstrate compliance with the Public Sector Equality Duty (PSED). Our equality information reports and equality objectives can be viewed on the school website.

The policy does not exist exclusively as a response to legal requirements, but also to reflect our intention to ensure that equality, diversity and inclusion underpin everything we do.

### **Key principles**

- The London School of Business and Social Sciences expects all members of its community to treat each other with dignity and respect. We support the right of individuals and groups to hold their own beliefs and values, but will not tolerate these being manifested in a way that intimidates, humiliates or creates a hostile or degrading learning or working environment.
- The London School of Business and Social Sciences is striving to create an inclusive learning and working environment that supports good relations between people and challenges prejudice, intolerance and discrimination in all its forms.
- To support our commitment to equality, diversity and inclusion, and to meet our legal duties, the London School of Business and Social Sciences will publish an equality information (PSED) report each year and set equality objectives every four years. The equality objectives and their progress will be monitored by senior management and the Corporation Board on an annual basis.

**The London School of Business and Social Sciences will:**

- ensure that all our students, apprentices, staff and visitors, as well as those who apply or seek to apply to work or study with us, are treated fairly and are not discriminated against on any grounds, including those protected by the Equality Act 2010.
- communicate its commitment to promoting equality, diversity and inclusion in staff and student recruitment material, handbooks, policies, social media and other corporate communications.
- ensure that publicity material positively promotes the diversity of the School community.
- actively engage with staff, students (through the annual student survey and Student Voice meetings), trade unions and partners on key matters related to equality, diversity and inclusion.
- support a range of activities and campaigns each year to celebrate equality events and religious festivals as well as promoting fundamental British Values throughout each academic year.
- actively engage with employers and their apprentices on key matters related to equality, diversity and inclusion
- carry out equality analysis through the equality impact assessment process to assess the implications of policies and decisions on the School community and to help prevent and tackle inequality.
- introduce positive action initiatives where patterns of under-representation and difference in outcomes for staff and students are identified.
- ensure that there are effective and sensitive support and complaint mechanisms in place, should anyone feel that they have either witnessed or experienced discrimination.

- ensure that during the COVID-19 pandemic we do all that we can to limit any negative impact on students and staff whilst accessing learning or employment at the College.
- every opportunity will be given to students, apprentices and staff to disclose any disabilities or other needs relating to 'protected characteristics' that they may have. The London School of Business and Social Sciences will promote a culture of inclusivity, in which individuals feel confident and safe to make a disclosure. It will provide reasonable adjustments in response to individual needs and will not disadvantage a student or a member of staff on the basis of such needs.
- where data relevant to equality and diversity, or any of the protected characteristics is gathered and stored, it will be done so appropriately and in line with General Data Protection Regulations (GDPR) guidelines.

### **Curriculum, learning and teaching**

- The London School of Business and Social Sciences is committed to promoting equality, diversity and inclusion through effective teaching, learning and assessment.
- Equality, diversity and inclusion will be fully integrated into the learning experience, and will be evident in curriculum planning, schemes of work and teaching, learning and assessment.
- In accordance with guidance issued by awarding organisations, the school will make adaptations to assessments and associated activities to mitigate the adverse impact on students' learning due to COVID-19.
- Leaders, managers, teaching staff and assessors will monitor student performance by the following protected characteristics - age, disability, race and sex and set actions to narrow any achievement gaps between different groups of students.
- Through surveys and other methods, we monitor the learning experience of all groups of learners including gender reassignment, religion, and sexual orientation.
- The curriculum will be regularly reviewed to ensure it is culturally sensitive and reflects the interests and backgrounds of the students.

- All teaching staff and assessors will use resources and activities that are free from discriminatory or stereotypical assumptions or images and go beyond this by ongoing positive promotion throughout the academic year.
- All students and apprentices will receive information on equality, diversity and inclusion as part of their induction programme. This will familiarise them with this policy as well as endorse our approach to dignity and respect. It will also ensure that they understand their rights and responsibilities to others whilst studying at the School and as current or future employees.
- Themed enrichment events will include a variety of topics to raise awareness, celebrate diversity and promote equality and to encourage community cohesion.

## **Employment**

- The London School of Business and Social Sciences aims to employ a workforce that reflects the community which it serves.
- The School also recognises the benefits from employing a workforce which reflects the diversity of society drawing on the strengths and experiences of people from a wide range of backgrounds to enrich the experience of our students.
- In seeking to achieve a balanced workforce the 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.
- All staff will treat each other in a fair and respectful manner that is free from discrimination.
- Reasonable adjustments will be made to working arrangements and premises to ensure equal access by employees or potential employees who have a disability or a particular health concern.

- All staff will receive timely and relevant equality and diversity training. Training will be delivered through a mixture of induction, face-to-face and online sessions.
- The London School of Business and Social Sciences will regularly monitor the workforce profile and take positive action to tackle any under-representation of particular groups within the workforce as a whole. This includes the College's formal duty to monitor and report on gender equality and what action we take to ensure equal pay for all staff in the same or similar job roles.
- The Human Resources (HR) team will be responsible for the maintenance and reporting of equality data within the workforce. The Equality and Diversity Working Group (EDWG) will review and monitor this data. Data monitoring will be used to identify any trends or differences between the protected groups and agree actions.

We will also:

- Take positive action as necessary to ensure particular groups of students who are potentially vulnerable to leaving their course early e.g. young parents, Looked After Children (LAC) and care leavers, asylum seekers etc. will be offered additional support where needed.
- Provide support services to enable students to gain access to the curriculum, to stay on programme and achieve to the best of their ability. Students come to the School with a range of different educational needs. We will try our best to meet those needs through comprehensive initial assessments prior to courses beginning and additional support for learners with a disability, learning difficulty or special education needs.
- Provide support services to enable apprentices to stay on programme, stay in employment and achieve to the best of their ability. We will try our best to meet those needs through comprehensive initial assessments and work with the employer to give additional support for apprentices with a disability, learning difficulty or special education needs.

## **External partners**

- The London School of Business and Social Sciences is committed to ensuring that those organisations and employers with which it works will demonstrate their commitment to equality, diversity and inclusion and have policies and procedures in place to achieve this.
- When drawing up contracts and service specification, the London School of Business and Social Sciences will:
- Ensure that external partners are made aware of their legal duties

## **Visitors, contractors and sub-contractors**

- Visitors, contractors and sub-contractors must comply with the London School of Business and Social Sciences Equality, Diversity and Inclusion Policy.

## **Responsibilities**

A successful equality, diversity and inclusion policy requires the active support of the entire School community. Whilst there is a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities set out below:

- The Corporation has ultimate responsibility for the effective implementation of the policy, the equality objectives and action plans. The practical application of the policy rests with senior leaders, including the Principal and in particular the Assistant Principal for Teaching, Learning, Students and HR who has the lead responsibility for equality, diversity and inclusion and the equality and diversity manager
- The Equality and Diversity Manager is responsible for:
- Ensuring the development and implementation of this policy, procedures and equality objectives meet the requirements of the legislation and the college's strategic objectives.
- Maintaining the school reputation with regard to equality, diversity and inclusion as an equal opportunities employers and educational establishment.

- The Head of Student Advocacy and Safeguarding is responsible for ensuring that student-related issues are effectively addressed.
- The HR Manager is responsible for ensuring that staff-related issues are effectively addressed.
- Heads of Departments is accountable for delivering the equality commitments in their designated areas of responsibility.
- All staff, students, apprentices and others whom this policy applies to are responsible for ensuring that they read, understand and comply with this policy.

They should seek clarification when required. Staff and students will be reminded of their responsibilities through appropriate school communication channels.

## **Implementation**

The London School of Business and Social Sciences will ensure that:

- This policy is communicated to staff, applicants for employment, contractors and others working for the College, students and those applying to study at the College. Staff and students are provided with appropriate equality and diversity training and guidance, including training on induction courses.
- All employers with apprentices are provided with a copy of the equality, diversity and inclusion policy.
- Specific and appropriate duties in respect of implementing the equality, diversity and inclusion policy are incorporated into job descriptions and work objectives of staff.
- Communication materials reflect the diverse school community and help to promote equality and inclusion.
- Prompt action is taken to address any allegation of discrimination, victimisation or harassment.



- External contractors, sub-contractors and agencies are made aware of their responsibilities in relation to equality, diversity and inclusion.

### **Monitoring and review**

The Equality and Diversity Working Group will:

- Monitor equality data in relation to staff, students and apprentices on a regular basis and agree actions to address any identified inequalities.
- Publish an annual report on the progress of the equality objectives and action. This will include an analysis of headline workforce and student data.
- Review the equality objectives annually and set new objectives every four years.
- Prepare and deliver an annual equality, diversity and inclusion action plan following the annual self-assessment report (SAR) to help the School meet their equality objectives.
- Support staff and student voice initiatives and obtain feedback from the students, Trade Unions, staff and student equality forums/surveys and any other engagement mechanisms.
- Review and amend the policy to reflect developments in equality legislation and best practice.
- Regularly report to Corporation and senior management team on equality and diversity issues.

Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the appropriate grievance procedure. A copy of the grievance procedure is available through the staff policy portal or in hard copy from HR. Students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the complaints procedure. A copy of the procedure is available on the school website, through the student portal or on request from the Head of Student Advocacy and Safeguarding.

Any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially. The London School of Business and Social Sciences takes all allegations of discrimination, harassment or victimization very seriously. If, on investigation, it is established that discrimination, harassment or victimisation has occurred, disciplinary action will be taken and may result in dismissal or permanent withdrawal from the college.

**Related policies, procedures and documents:**

- Safeguarding Policy
- Students with a Disability Guidance and Disability Statement
- Student Discipline and Grievance Procedures
- Staff Discipline and Grievance Procedures
- Anti-Bullying Policy
- Equality Information Reports