

## EQUAL OPPORTUNITY AND DIVERSITY POLICY 2022

### Statement of intent:

LanguageUK opposes all forms of unlawful and unfair discrimination or victimisation. The purpose of this policy is to provide equality and fairness for LanguageUK to create an environment in which all students and staff feel comfortable, at ease, confident and be able to learn and work.

LanguageUK aims to ensure that no staff members receive less favourable treatment, directly or indirectly on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion, beliefs, and sexual orientation.

In addition, full account will be taken of any guidance or codes of practice issued by the Equality & Human Rights Commission, any government departments, or other statutory bodies.

This policy has been developed with reference to the provisions of the Equality Act 2010.

### Our Aim:

Our aim is to create an environment where all decisions are based on merit and staff can give their best in an atmosphere where there is no harassment, discrimination, or bullying.

We will employ staff based on their abilities and qualifications without regard to race, colour, ethnicity, religion, age, gender, disability, and sexual orientation.

All employees have a duty to respect the school policy and bring to the attention of the management any behaviour that is discriminatory or abusive to other staff members, students, and outside contractors/agents.

Disciplinary action will be taken against any employee who commits any act of discrimination, harassment or bullying and serious breaches will be treated as potential gross misconduct which could lead to dismissal.

Criminal procedures could be taken in certain serious cases. All complaints or incidents of this nature reported by a member of staff, student, potential employee, or agent/contractor will be dealt with sensitively and a clear plan of action will be discussed.

### Our commitment:

- To create an environment in which individual differences and staff contributions are recognised and valued.
- LanguageUK staff and students are entitled to an environment that promotes dignity and respect to all. No intimidation, bullying or harassment will be tolerated.
- LanguageUK staff are readily available in a welfare role to deal with any issues arising.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- This policy is fully supported by senior management and is annually monitored and reviewed.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, and students.
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- The LanguageUK director and managers are responsible for this policy's successful implementation.

### Policy Statement:

Any form of discrimination, once identified, will be dealt with in accordance with our policies

- Discipline Policy – Adult Courses
- Discipline Policy – Junior Programmes
- Safeguarding Policy
- Radicalisation & Extremism Policy

- Equality Policy
- Bullying & Harassment Policy and Procedure

### **Religion:**

Students of all faiths are welcome at LanguageUK. Information about places of worship is available in our student handbook. Our main school has a designated prayer room for Muslims and accepts the use of classrooms as areas of prayer at appropriate times. On Fridays, LanguageUK students can leave the last lesson early to travel to the mosque in time for prayers.

### **Physical disabilities or illness:**

LanguageUK is based on 3 floors with stairs we can provide two disabled toilets on the ground floor and some wheelchair access. Our residential is not suitable for wheelchair access.

Applications for enrolment for partially sighted and hard-of-hearing students are judged on a case-by-case basis to evaluate the effectiveness and feasibility of following a course of study with us.

For students in Canterbury with a partial physical disability or illness, suitable accommodation is arranged with an experienced host family and, where possible, within a short distance of the school.

Both on- and off-site social activities are selected to ensure the programme remains as inclusive and risk-free as possible, while also maintaining a suitable level of variety.

### **Learning difficulties:**

LanguageUK operates on an inclusive basis and every effort is made to accommodate students with learning difficulties. If we are aware at enrolment that a potential student has learning difficulties, the school's academic and welfare teams undertake a risk assessment and feasibility study to assess whether we are able to accommodate their needs. Decisions are made on a case-by-case basis.

If a learning difficulty is not declared before a student's arrival, every effort is made to accommodate them. However, we reserve the right to refuse admission or extend enrolment if we judge the student's continued presence to be a high risk to their well-being or that of other students and staff.

### **Gender:**

Women, men, and transgender people should not be treated unfairly because of their gender, whether they are single, married or are raising a family.

### **Sexual orientation:**

Gay, lesbian, bisexual or straight students should not be put at a disadvantage because of their sexuality.

Please contact a member of staff or the student welfare officer immediately if you have a complaint in terms of equality and discrimination or any other matter.

Staff training is given to help identify relevant cases and classroom strategies are proposed for dealing with them. In all cases, regular meetings are held to help ensure students' continued well-being.

**Policy: October 2015**

**Reviewed: October 2016**

**Revised September 2017**

**Reviewed October 2018**

**Reviewed October 2019**

**Reviewed October 2020**

**Reviewed November 2021**

**Next review November 2022**