

Equality & Diversity Statement and Policy

1 Intended Audience

This Equality & Diversity Statement and Policy is intended to be read, understood and complied with by all members of our community who work or study at or govern the City & Guilds of London Art School and it applies to those who supply goods and services to or visit the Art School.

2 Statement and Policy

- 2.1 The Art School is committed to providing an inclusive and positive environment for its students and staff based on the principles of equality, dignity and respect, and to the integration of this ethos into all areas of policy and practice.
- 2.2 The Art School values the rich diversity of our students, staff and alumni, which is fundamental to our character and to our mission to foster excellence in everything we do. This diversity informs our teaching and learning tradition and our employment practices, producing both inspired practitioners and leading professionals in the fields of Conservation, Fine Art and Historic Carving.
- 2.3 In support of maintaining these values and to sustain an accessible and inclusive environment for all students, staff, alumni, trustees, members of the public and partners in the community and commercial sector with whom we engage, we will:
 - 2.3.1 Celebrate the diversity of our community, recognising that it is integral to our success.
 - 2.3.2 Comply with the requirements of the Equality Act 2010¹ and demonstrate our compliance with the Public Sector Equality Duty², which requires us to have due regard to the need to:

¹ The Equality Act 2010, which consolidates and replaces over 40 pieces of legislation spanning 40 years, is the principal legislation underpinning the Art School's Equality and Diversity Policy. It covers education, employment and the provision of premises, facilities, goods and services.

² The provisions of the public sector Equality Duty (introduced in 2011) apply to any organisation that serves a 'public function', even if it is not technically a public sector organisation.

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not share it;
- foster good relations between people who share a protected characteristic and those who do not share it.

2.3.3 Challenge and address inequality, by prohibiting unlawful discrimination, harassment or victimisation as defined in the Equality Act 2010; in relation to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex (gender) and sexual orientation, whether such a characteristic is actual, perceived, or by association. This applies to all stages of the student and staff 'lifecycles' and to our engagement with service users, suppliers and external partners.

2.3.4 Apply the Art School's 'Protecting Dignity & Respect Policy'.

2.3.5 Take seriously any allegation of non-compliance, investigate it within the Art School's procedures, and if necessary take action via our disciplinary procedures.

2.3.6 Ensure that equality and diversity is embedded in all our policies, strategies and processes, through active consultation with students and staff, and evaluation of the potential and actual impact.

2.3.7 Ensure that the Art School student experience is positive, fair and inclusive, in each of the following areas:

- Application and admission [see regulations, fair admissions policy, appeals procedure, guidance for staff involved in admissions]
- Induction [see course guides and other induction material]
- Curriculum and course design [see separate policy/guidance documents]
- Access to estate, services, website information etc. throughout the course [see reasonable adjustments policy/info]
- Assessment [see regulations and separate policy document, appeals procedure]
- Academic progression [see guide for personal/academic tutors]
- Withdrawal, interruption of study and transfer [see regulations, guides for students and tutors]

- Complaints [see complaints procedure]
- Work placements [if applicable]
- Student support services [tbc]
- Employment outcomes monitoring [tbc]
- Any other activities - under the control of the Art School - in which students take part or which affects their ability to learn, work, or socialise

2.3.8 Ensure that the staff at the Art School benefit similarly by the application of this policy, specifically in the areas of:

- Recruitment and selection
- Contractual status and work-life balance
- Job description, grading, pay and benefits
- Induction
- Probation
- Appraisal
- Employee relations
- Staff development
- Career progression
- Length of service and retention

2.3.9 Make available and promote this policy to all members of the Art School's students, staff, trustees, suppliers and external partners, and help them to understand and comply with it on an individual, collective and institutional level.

2.3.10 Benchmark our Equalities performance against the best, and learn from best practice in the HE sector, the equality and diversity field and from institutions and practitioners of Art and Craft and other creative industries.

3 Implementation and responsibilities

3.1 This Equality and Diversity policy is owned and endorsed by the Board of Trustees, which has corporate responsibility for the Art School's Equality duties and for ensuring that an inclusive culture is promoted throughout the School.

3.2 The Principal is responsible for leading equality and diversity and for ensuring implementation of this policy, and that appropriate action is taken against breaches of this policy.

3.3 Practical implementation of the Art School's equality duties is managed by the Academic Board for student-related matters and the Senior Management Team for staff-related matters.

- 3.4 All students, staff and visiting teachers have an individual responsibility to support and foster the aims of this Policy.

4 Complaints relating to alleged breaches of this Policy

- 4.1 All reported complaints relating to an alleged breach of this policy will be taken seriously and investigated and managed according to the Art School's Student Complaints procedure or, in the case of staff, via the grievance procedure. Serious breaches may lead to further action being taken under the relevant Disciplinary procedures.
- 4.2 Students who feel that they have experienced discrimination have recourse to the Art School's Student Complaints Procedure, but should first contact either their Personal Tutor or the Support Tutor for information, advice and guidance. Informal resolutions should be attempted in the first instance where possible.
- 4.3 Employees who feel they have experienced discrimination can pursue the matter through the formal grievance procedure, but should first contact their line manager, or, if the complaint concerns their line manager, the [Head of HR] for information, advice and guidance. Informal resolutions should be attempted in the first instance where possible.

5 Policy review

- 5.1 This Statement and Policy will be formally reviewed every four years, although amendments will be made in the interim where legislation, case law or operational experience necessitate.