

# Norfolk Institute of Performing Arts

## Inclusivity Policy

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### **School Vision**

At the Norfolk Institute of Performing Arts, we firmly believe in making Performing Arts accessible to all, empowering the next generation to innovate, be inspired and achieve excellence.

Our mission is to deliver teaching of the highest quality, encompassing every aspect of performance, and ensuring that every student has the opportunity to achieve qualifications in teaching as well as performance, in turn enabling our students to pass down their own expertise.

We are dedicated to maintaining our 'family' feel, valuing inclusivity and recognising diversity within our supportive community. We take an individualistic approach to every student's learning, with personalised programmes of study.

## **Equal Rights**

Norfolk Institute of Performing Arts is aware and supportive of the rights of every individual to have respect for his or her gender, race, religion and ability.

As a provider of employment and pupils' education, we are aware that all existing and potential employees and pupils must have the right to realise their individual potential. The Institute monitors the gender balance of staff and the racial origins and religious backgrounds of both staff and pupils.

The directors are responsible for ensuring that equal rights are given to all individuals regardless of their backgrounds and making sure that all pupils achieve their own goals. In practice, pupils are judged objectively on their efforts and achievements in classes, rehearsals, performances and academic work.

The Institute recognises that some religions observe different religious holidays. Where possible, time off for such holidays is encouraged and allowed for by the directors. In addition, provision is made, where possible, for the observance of different religious worship within the local area. The school recognises its responsibilities under diversity legislation relating to sex discrimination, racial discrimination, disability discrimination, employment equality and the EU Convention for the Protection of Human Rights.

## **Disability Rights**

In a performing arts school, some disabilities may preclude total immersion in a course. If this is so, it may preclude participation in a specific performing arts discipline. However, applicants who meet the audition criteria of a course are encouraged to participate.

Some courses in the school may be suitable or adaptable for someone with visual or auditory impairment and limited physical disability. The Institute has experience of teaching a pupil with a limited physical disability and much success has been achieved by both the pupil and the Institute.

The employment of anyone with a physical or a mental disability by the Institute is not precluded and the Institute recognises that every effort must be made to support and encourage anyone who may consider applying to the Institute as an employee to make suitable choices.

## **Equal Opportunities Employer**

Norfolk Institute of Performing Arts is an equal opportunities employer. In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population.

All employees and job applicants will receive equal treatment regardless of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics"). To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, in particular but not only in relation to:

- Recruitment and selection
- Promotion, appraisals, transfer & training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

The School with the assistance of the staff will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this policy.
- Monitor the composition of the School and the effects of its recruitment practices.
- Review and examine existing procedures to ensure they are not discriminatory in their operation.
- Ensure that language used in official communication reflects the letter and spirit of the policy.

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions. Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be considered.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. Shortlisting should be done by more than one person if possible.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children. Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

All applicants will be dealt with courteously and as expeditiously as possible. Appointments will be confirmed on receipt of satisfactory references and CRB checks and satisfactory completion of a probationary period.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate. A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Where possible, reasonable adjustments to the application procedures shall be made as required to ensure that applicants are not disadvantaged because of their disability.

## **Reasonable Adjustments**

If you experience difficulties at work because of your disability, contact the directors to discuss any reasonable adjustments that would help overcome or minimise the difficulty. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will try to find an alternative solution. Once an adjustment has been made its operation may need to be reviewed at agreed intervals to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, and flexible hours. Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the directors.

## **Equal Opportunities Provider**

The School's procedures seek to ensure fair and equitable treatment in relation to the admission and assessment of students. The principles of non-discrimination and equality of opportunity apply to the way in which staff must treat job applicants, employees, visitors, pupils, parents, suppliers, former members of staff and all other parties. Reasonable adjustments are made to enable students to apply for, attend and achieve their full potential while studying at the Institute.

## **Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, pupils, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with pupils, colleagues or other work-related contacts) and on work-related trips or events including social events.

You should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to summary dismissal. Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidating behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal workplace conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.



The following forms of discrimination are prohibited under this policy and are unlawful:

- (a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- (b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- (c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- (d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **Breaches of this Policy**

We take a strict approach to breaches of this policy. Serious cases of deliberate discrimination may amount to gross misconduct, resulting in dismissal. If you believe that you have suffered discrimination, you can raise the matter through our Complaints Procedure. Complaints will be treated in confidence and investigated as appropriate. You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct.