

## **Equality and Diversity**

### **Policy and Plan**

#### **The Bee's Keys**

Crowood House, Swindon, SN2 8YY

#### **Commitment**

The Bee's Keys is committed to achieving equality of opportunity, access and outcomes for all, through combatting discrimination in all its forms.

This policy sets out our commitment to promoting diversity, dignity and inclusion through fair access to our music lessons and employment for our teachers and contractors.

#### **Policy Statement**

The Bee's Keys' policy is that:

'No pupil, employee, job applicant, partner, contractor, supplier or member of the public will be discriminated against, harassed or receive less favourable treatment on the grounds of race; ethnicity; nationality; ethnic or national origin; colour; disability; gender (including gender identity or presentation); marital status; family commitments; caring responsibilities; sexual orientation; age; HIV status; religious or political beliefs; social class; trades union activity; or irrelevant spent convictions.'

As a music tuition provider, we have a key role to play in:

- promoting fairness, dignity and respect;
- promoting positive relations between people of all groups, communities and social identities;
- promoting equality of opportunity and access, and active participation in society;
- redressing disadvantage; and
- tackling discrimination and harassment.

We do this through the provision of flexible and accessible music lessons; through the promotion of a diverse workforce that is representative of the communities we serve; and by using our influence to promote and share best practice in equality and diversity at local, regional, national and international levels.

## **Introduction**

The general duties include promoting equality of opportunity between persons of different ethnic groups, and between men and women; promoting good race relations; and ensuring that disabled people are able to access music tuition and any employment opportunities effectively.

The Bee's Keys aims to achieve fair access to music tuition and employment for all by ensuring that our lessons are tailored to meet individual needs, rather than simply using a non-discriminatory approach. We recognise that equality cannot be achieved merely by treating everyone the same.

We value diversity and believe that it strengthens our organisation, bringing us closer to the communities we serve and making The Bee's Keys more competitive.

People should be valued as individuals in their difference. People from different backgrounds and with different experiences can bring fresh ideas and perspectives. When used to inform policy and decision making, diversity enables improvements to efficiency and performance, and our lessons.

## **Equality and Diversity in Music Tuition**

The Bee's Keys is committed to delivering and commissioning high-quality music lessons that are accessible and fair, and to mainstream equality and diversity in all of our actions.

We recognise that certain groups may be discriminated against directly or indirectly, intentionally or unintentionally. Direct and indirect discrimination can occur when services are inappropriate, insensitive or inaccessible. Direct discrimination exists when a person is treated less favourably because of a demographic characteristic, for example, their race or disability. Indirect discrimination occurs when a requirement or condition is applied that disadvantages one group of people more than another. The Bee's Keys aims to eliminate such discrimination and ensure equality of opportunity, access and outcomes for all.

The Bee's Keys will keep under review its standards, targets, service performance and procurement and contracting arrangements to ensure that commitment to fair access is being delivered in practice. Treating everyone the same works against equality. People's needs differ and are diverse, and may be influenced by a wide range of factors, such as age, disability, family commitments, race/ethnicity, gender or income.

## **Implementation**

To ensure that music tuition is provided fairly to all sections of the community, The Bee's Keys will tailor arrangements; monitor and review performance; and develop new classes and styles of teaching as appropriate within available resources.

In implementing equality and fairness in service delivery, The Bee's Keys will:

- review services, in terms of accessibility, availability and appropriateness, on a regular basis;
- consult appropriate groups about relevant provisions.

- develop clear methods of monitoring the effective development of Equality and Diversity.

Information about our lessons will be:

- clear and understandable;
- free from discriminatory or offensive language and images;
- available in a range of alternative formats
- We will work with individuals to address any language formats, including those who are visually impaired, on request.

It is the responsibility of The Bee's Keys to have in place arrangements for training their teachers and contractors in the delivery of excellent music tuition. This includes ensuring that all teachers, regardless of their role or grade, are fully aware of their responsibilities for enabling equality of access and for promoting positive relations between different groups. Teachers must be properly equipped to take account of the different or specific needs of individuals and particular groups when delivering music tuition.

It is the responsibility of The Studio Owner to have in place arrangements for ensuring that teachers and contractors providing music tuition on behalf of The Bee's Keys, comply with the commitments, principles and responsibilities outlined in this policy.

### **Equality and Diversity in Employment**

The Bee's Keys' commitment to fair employment and equal pay means:

- considering only those personal characteristics of potential or current employees that are necessary for the job.
- basing all employment-related decisions solely upon an objective assessment of the capability and suitability of the candidate and not on any stereotyped or pre-conceived views;
- encouraging and supporting disadvantaged, under-represented and excluded groups in society to access the organisation's employment and development opportunities;
- mainstreaming equality and diversity across all workforce and organisational development activities; and using recognised job evaluation schemes for grading new and existing posts.

The Bee's Keys recruitment and selection criteria and procedures will be regularly reviewed to ensure that people are selected, promoted and treated fairly on the basis of their relevant merits and abilities.

Together, regular supervisory meetings provide the opportunity to reflect on how competencies help our staff to achieve in their roles. It is expected that diversity will form part of discussions around setting targets, identifying support needs, reviewing progress and appraising

performance.

Nothing in this policy should be understood as preventing the application of genuine occupational qualifications or any of the provisions in equality legislation, or of any other relevant legislation.

### **Implementation**

The Bee's Keys will use its influence to ensure that equality of opportunity, fair access, valuing diversity and best practice underpin the development of policies and initiatives involving the Swindon people.

The Bee's Keys recruitment and selection procedures and practices will be regularly reviewed to ensure that all candidates have fair access to employment opportunities and are not discriminated against, either directly or indirectly.

As a minimum, the race/ethnicity, gender, disability and age of all those applying, shortlisted and appointed to a job with The Bee's Keys will be monitored, to identify any adverse trends or patterns. All personal data held will be stored, managed and analysed in accordance with data protection legislation. The Bee's Keys will review its equality monitoring arrangements regularly, in line with statutory requirements, to ensure that they continue to be appropriate.

Learning and development are crucial in shaping both opportunities at work and attitudes to equality and diversity. The principles of fairness, dignity and inclusion will be an integral part of training and development programmes, including induction, people management and customer care.

Where appropriate, measures will be taken to encourage applications for employment, career development and promotion from groups that are underrepresented in The Bee's Keys' team.

## **Review and Reporting Arrangements**

### **Dealing with Complaints of Discrimination**

Legislation recognises different types of discrimination: direct; indirect; harassment/victimisation and bullying. Discrimination can occur as the result of people's demographic characteristics or personal circumstances; or due to the perception that they belong to a particular group or community; or because of association with a particular group or community.

The Bee's Keys believes that discrimination in any form is unacceptable and action will be taken to address complaints.

### **Grievances**

If any teacher or students believes they have been discriminated against, they may contact the studio owner to start the grievance process.

### **Bullying and Harassment**

If any teachers are, or know of a colleague who is, a victim of bullying/harassment; or they witness such behaviour, or they believe another teacher is bullying/harassing others, they should report it immediately. Any concerns can be raised with the Studio owner.

### **Disciplinary Action**

The Bee's Keys will investigate all complaints of discrimination and, bullying/harassment. Anyone found to have caused or encouraged such acts will be dealt with through The Bee's Keys disciplinary procedure.

### **Complaints against The Bee's Keys**

Should any job applicant, service user or contractor feel that they have not been treated fairly in their dealings with The Bee's Keys, they are entitled to complain by contacting the Studio owner.

### **Respecting and Acting in Accordance with the Policy**

This policy requires all teachers, all contractors and any others who deliver music tuition or services for The Bee's Keys, must ensure that no one in their dealings experiences inequality, discrimination or disadvantage in any form. It is expected that everyone will be treated with dignity, respect and fairness.

### **Legislation**

It should be noted that statutory requirements for equality and diversity are regularly updated. For an overview of the current legislative position, go to the IDeA website: [www.idea.gov.uk](http://www.idea.gov.uk).

### **Human Rights Act 1998**

This gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights. It includes the right not to be discriminated against in respect of the rights and freedoms specified by the act.

### **Civil Partnerships Act 2004**

This provides legal recognition and parity of treatment for same-sex couples and married couples, including employment benefits and pension rights.

### **Gender Recognition Act 2004**

The purpose of the act is to provide transsexual people with legal recognition of their acquired gender. Legal recognition follows from the issue of a full gender recognition certificate by a gender recognition panel.

### **Equality Act 2010**

The Equality Act 2010 has replaced the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and the Employment Equality (Age) Regulations 2006. This establishes a single Commission for Equality and Human Rights from 2007 that replaces the previous commissions for race, equal opportunities (gender) and disability. It introduces a positive duty on public sector bodies to promote equality of opportunity between women and men and to eliminate sex discrimination.

**Racial and Religious Hatred Act 2006**

The act seeks to stop people from intentionally using threatening words or behaviour to stir up hatred against somebody because of what they believe.