

Equality, Diversity and Inclusion Policy

Purpose

1. The National Film and Television School ('the School') is committed to providing an environment free from discrimination, bullying, harassment or victimisation, and aims to create a culture of inclusion where everyone values difference and feels comfortable being themselves. The School is committed to celebrating diversity and promoting inclusion and equality of opportunity.
2. We are committed to providing equality of opportunity for all, irrespective of:
 - Age
 - Disability
 - Gender Reassignment
 - Marriage & Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion or belief (including lack of belief)
 - Sex
 - Sexual Orientation.

Scope

3. This policy is applicable to all staff, students and applicants. We will work to ensure that all of our students, employees and visitors, as well as those who seek to apply to work with us or who have previously worked or studied with us, are treated fairly and not subject to unlawful discrimination by the School.

Aim

4. The School's aim is to promote equality of opportunity for all, through the following Equality Objectives:
 - Raise awareness across the School of the importance of Equality, Inclusion and Diversity.
 - Improve the gender balance at the School's senior leadership level.
 - Improve the ethnic diversity of the School.
 - Encourage staff disclosure rates on all protected characteristics but particularly disability and sexual orientation to ensure support mechanisms are in place in order to foster an open and inclusive environment.
 - Provide an inclusive and enriching educational experience for all students from all backgrounds.
 - Improve the School's accessibility to ensure that its resources are inclusive and accessible to all.

5. The equality objectives outline how the School will respond to its public sector equality duties. The key objectives have been identified in order to support the integration of equality of opportunity into all areas of the School and are directly linked to the School's overarching strategic agenda. Progress against the School's equality objectives will be measured using a variety of qualitative and quantitative methods.

Implementation

6. The School community as a whole shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers and directors who are professionally involved in staff and student support, development and supervision.
7. The School will seek to ensure that all staff and students have equal access to the full range of its facilities and that adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse community.
8. Any staff member or student who believes that they may have been the victim of discrimination, bullying, harassment or victimisation shall have full right of protection under the School's Bullying, Harassment and Sexual Misconduct Policies. The School is committed to finding resolution for complaints under this policy.
9. The School will work in partnership with its recognised trade unions and the Students' Union as well as external organisations where appropriate to combat all forms of unlawful discrimination.
10. The School will provide appropriate training for those persons responsible for the implementation of this policy, including the School's Management Team and members of the Board of Governors, and specific training for those responsible for recruitment, selection and management of staff and students.

Responsibilities

11. The Board of Governors, through the Director of the NFTS, has ultimate responsibility for ensuring that the School's Equality and Diversity Policy is implemented. The HR Director has a specific and delegated responsibility for the effective development and implementation of equal opportunities in employment. The Registrar has a specific and delegated responsibility for the effective development and implementation of equal opportunities for the student body.
12. All members of the School community have a responsibility to:
 - understand and adhere to this policy and the related procedures and to contact their manager, Human Resources or Registry with any questions;
 - challenge or report inappropriate behaviour or any discrimination in accordance with the relevant procedure.

13. Managers have a responsibility to:
 - set a good example by treating all members of the School with dignity and respect;
 - correct unacceptable behaviour;
 - ensure staff and students know how to report discrimination, bullying and harassment.
 - ensure that reporting incidents does not result in victimisation;
 - deal with complaints fairly, thoroughly, quickly and confidentially;
 - ensure that due consideration is given to equality and diversity within their sphere of influence.
14. The HR Director and the Registrar are responsible for:
 - considering all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into the relevant School policies and procedures.
 - supporting the implementation of the School's equality objectives through involvement and consultation;
 - data monitoring, analysis and policy development;
 - designing and delivering training and awareness raising campaigns;
 - providing advice, support and guidance on related issues.
15. The Academic Standards Committee has a duty to ensure that this policy in relation to student matters is implemented.
16. Recognised Trade Unions, in the School's case, BECTU, have a formal responsibility actively to promote diversity.

Monitoring

17. We aim to assess the impact of this policy by monitoring as follows:
 - The HR Director will collect and analyse monitoring data on staff with regard to recruitment, training, promotion and complaints and will report annually this summary information to Management.
 - Registry, under the leadership of the Registrar, will collect and analyse monitoring data with regard to student recruitment, complaints, completion and attainment, and report annually this summary information to Management and to the Academic Standards Committee.

Complaints

18. Any cases of harassment, discrimination, bullying or victimisation will be taken very seriously by the School. Any member of staff or students found guilty of unlawful discrimination or harassment will be subject to disciplinary action, including where appropriate, dismissal for gross misconduct or expulsion from the School. Where any member of the public, visitor or service provider is involved in discrimination or harassment, appropriate action will be taken.

19. Staff, students or other parties who make a complaint of discrimination have the right to do so without fear of victimisation and the School will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly and fairly.
20. Any member of our School community who believes they have been discriminated against has the right to make a complaint in accordance with the Student Complaints Procedure (contained within the Student Information Handbook) or the Staff Grievance Procedure (contained within the Employee Handbook).
21. Any member of the School community who experiences bullying or harassment should report the matter in accordance with the School's Bullying, Harassment and Sexual Misconduct Policy:
https://nfts.co.uk/sites/default/files/u102/Documents/Student_Policies/harassment_policy.pdf Normally, the matter should be raised informally in the first instance with their immediate supervisor or Head of Department.
22. The School also has a whistleblowing policy which can be used by any person connected with the School to report suspected malpractice, wrongdoing or dangers in relation to the School's activities. This can be found at:
https://nfts.co.uk/sites/default/files/u102/Documents/Governance/NFTS_Whistleblowing_Policy_Sept_2017.pdf
23. Any member of staff may seek assistance from the recognised trade union, BECTU, or HR; and students may seek assistance from the Student Support and Wellbeing office and from the Student Reps.

Further Information

24. Further information and support is available from the following:
 - Human Resources
 - Student Support and Wellbeing
 - A Trade Union or Student Union representative

This policy was approved in June 2019