

## **National Film and Television School (the “School”) Equality & Diversity Policy**

### **1. Introduction**

The School recognises that equality of opportunity and valuing diversity are vital to its success. We believe that our purpose, aims and values, will be best achieved if we recruit students and staff at all levels of responsibility from the national, regional and international communities that we serve and which influence our School.

We are fully committed to elimination of discrimination. Through promoting an environment in which individuals can utilise their skills and talents to the full without fear of prejudice and harassment we aim to make full use of the talents and resources of everyone within our School community.

The School aims to demonstrate its commitment to equality and diversity by:

- Ensuring all staff and students are treated with dignity, fairness and respect
- Promoting awareness and understanding of equality and diversity matters among staff and students
- Informing staff and students in respect of changes which may affect their employment or study
- Encouraging suppliers and partners to follow similar good practice

The School will deliver these commitments by:

- Communicating its commitment to all members of the School community
- Providing training and briefings for staff at all levels
- Developing mechanisms for implementation, monitoring, evaluation and review of equality related policies
- Taking action to redress gender, racial or other imbalance
- Dealing with potential acts of discrimination appropriately
- Consulting with staff and students on equality and diversity issues.

In undertaking this commitment, the School acknowledges its responsibilities under the legislation governing equality and diversity and, in particular, the Equality Act (2010). Section 149 of the Act is known as the Equality Duty, which is supported by specific duties.

The School will seek to comply with the aims of the Equality Duty, namely to:

- **Eliminate unlawful discrimination**, harassment and victimization and any other conduct prohibited by the Equality Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

The School recognises that the protected characteristics covered by the Equality Duty are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## 2. Responsibilities

- **The Board of Governors**, through the **Director of the NFTS**, has ultimate responsibility for ensuring that the School Equality and Diversity Policy (“this policy”) is implemented. The **HR Manager** has a specific and delegated responsibility for the effective development and implementation of equal opportunities in employment. The **Deputy Director, Director of Curriculum and Registrar**, who is a senior member of staff, has a specific and delegated responsibility for the effective development and implementation of equal opportunities for the student body.
- **Heads of Departments** have a duty to ensure that this policy in respect of employment is implemented within their sphere of activities.
- **The Academic Standards Committee** has a duty to ensure that this policy in relation to student matters is implemented.
- **Recognised Trade Unions**, in the School’s case, BECTU, has a formal responsibility actively to promote diversity.
- **All members of the School community**, governors, workers, external examiners, consultants, contractors and visitors to our premises have a responsibility to adhere to this policy at all times in the course of their day-to-day activities. Staff have a particular responsibility to value diversity, especially by not committing any acts or behaving in a way that would contravene this policy. Any individual whose behaviour

or actions are considered to be contrary to this policy may be subject to disciplinary action which may, in some cases, lead to dismissal.

### **3. Personal Records**

We aim to comply with the Data Protection Act 1998. In order to ensure the effective operation of this policy, a record may be kept of age, gender, racial origin, and disability of all employees, job applicants, student applicants and students admitted to the School. We will annually audit for accuracy of these records. The records will be analysed annually and appropriate follow-up action will be taken where there is any evidence of discrimination.

### **4. Public Procurement**

We aim to comply with the general duty to promote race equality in our relevant procurement functions which may be contracted out to a private company or voluntary organisation. We aim to send a summary of our diversity and equality policies with tender documentation.

### **5. Implementation of the Diversity and Equality Policy**

We aim to ensure that all staff, students and, as far as practicable, others associated with the School are informed of this policy and their responsibilities with respect to implementation. The means of doing so include:

- The production and distribution of information especially to students, staff and governors of the School to raise awareness of specific equality legislation issues.
- Appropriate training provided for those persons responsible for the implementation of this policy, including the School's Management Team and members of the Board of Governors.
- Specific training provided for those responsible for recruitment, selection and management of staff and students.

### **6. Monitoring**

We aim to assess the impact of this policy by monitoring as follows:

- The **HR Manager** 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.
- The **Registry**, under the leadership of the Deputy Director, Director of Curriculum and Registrar, will collect and analyse monitoring data with regard to recruitment and completion and report annually this summary information to management.

### **7. Complaints Procedures related to Diversity and Equality**

Any member of our School community who believes s/he has been discriminated against has the right to make a complaint. Normally, the matter should be raised informally in the first instance with his/her immediate supervisor or Head of Department using the following procedure, as appropriate:

- Student Complaints Procedure.
- Staff Grievance Procedure.

Any member of staff may seek assistance from his/her trade union or the HR Manager; and students may seek assistance from Registry.

If the complaint is not satisfactorily resolved, individuals should then make a formal complaint following either the Student Complaints Procedure (contained within the Student Information Handbook) in the case of students, or the Staff Grievance Procedure (contained within the Employee Handbook) in the case of staff. Making a formal complaint does not prejudice either an individual's right to make appropriate use of other procedures, including the Respect at Work and Study or Grievance Procedures, or his/her statutory right in respect of an Employment Tribunal, the Equality and Human Rights Commission, the Department for Education and Skills or any other appropriate external body.

Any individual whose behaviour or actions are considered to be contrary to this policy may be subject to disciplinary action which may, in some cases, lead to dismissal.

The School operates a strict policy of non-victimisation in respect of this policy.