

Diversity, Equality, and Inclusion Policy and Procedure

1. Purpose This policy outlines our commitment to promoting diversity, equality, and inclusion within Buckingham School of Setting Out Engineering (BSSE) community. We aim to create an inclusive environment where all individuals are treated with respect and dignity, and where diversity is valued.

2. Scope This policy applies to all students, staff, parents, and visitors to the Buckingham School of Setting Out Engineering (BSSE).

3. Legal Framework This policy is based on the Equality Act 2010 and the Human Rights Act 1998, which protect individuals from discrimination in the workplace and in wider society, on the basis of the following protected characteristics:

- **Age**
- **Disability**
- **Gender reassignment**
- **Marriage and civil partnership**
- **Pregnancy and maternity**
- **Race** (including colour, nationality, ethnic or national origin)
- **Religion or belief**
- **Sex**
- **Sexual orientation**

4. Definitions

- **Diversity:** The differences between people, including race, gender, disability, sexual orientation, and more.
- **Equality:** Ensuring everyone has equal opportunities and is not treated unfairly or discriminated against.
- **Inclusion:** Creating an environment in which all individuals feel valued, respected, and have equal access to opportunities.
- **Discrimination:** Treating someone unfairly due to a protected characteristic.
- **Harassment:** Unwanted behaviour related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, or offensive environment.
- **Victimisation:** Treating someone unfairly because they have complained about discrimination, harassment, or victimisation.

5. Our Commitment

- **Promoting Equality:** We commit to promoting equality of opportunity for all members of our school community.
- **Preventing Discrimination:** We take steps to prevent all forms of unlawful discrimination, harassment, and victimisation.

- **Fostering Good Relations:** We foster good relations between people who share a protected characteristic and those who do not.

6. Procedures

- **Admissions:** Our admissions process is fair and transparent, and does not discriminate against any individual.
- **Curriculum:** We provide a broad and balanced curriculum that reflects the diversity of our society and promotes respect for all.
- **Staff Recruitment:** We ensure that our recruitment processes are fair and non-discriminatory.
- **Training:** All staff receive training on equality and diversity issues. Training is provided at induction and through regular refresher courses.
- **Monitoring and Evaluation:** We regularly monitor and evaluate our practices to ensure they are effective and compliant with equality legislation. This includes collecting and analysing diversity data to inform improvements.

7. Roles and Responsibilities

- **Senior Leadership Team (SLT):** Responsible for ensuring the policy is implemented, monitored, and reviewed.
- **Staff and Teachers:** Responsible for adhering to the policy and promoting inclusive practices.
- **Students:** Expected to treat each other with respect and abide by the principles of this policy.

8. Diversity, Equality, and Inclusion Procedure Buckingham School of Setting Out Engineering (BSSE) is committed to providing quality teaching in an inclusive learning environment. We achieve this by valuing diversity, providing all learners with equal opportunities, and supporting them to reach their goals. BSSE adheres to the UK Quality Code for Education and Training, ensuring that learning and teaching are conducted in a non-discriminatory environment.

BSSE is dedicated to delivering all courses professionally and in accordance with the legislation of Great Britain and Northern Ireland. In accordance with the Equality Act 2010 and the Human Rights Act 1998, BSSE treats all learners equally and fairly, without direct or indirect discrimination based on age, disability, gender reassignment, race, religion or belief, and sex.

We are also committed to ensuring all learners with special educational needs are supported through encouragement, reasonable adjustments where possible, and having the same opportunities to learn as others.

9. Complaints

- **Conduct of Staff:** If there are issues regarding the conduct of any BSSE team member, learners should contact the Managing Director directly or refer to the Complaints Procedure on the Virtual Learning Environment or our website. Complaints will be



acknowledged within five working days, with a full response provided within 21 working days.

- **Conduct of Learners:** Issues regarding the conduct of learners should be referred to the Non-Academic Misconduct Procedure.

10. Monitoring, Data Collection, and Reporting BSSE collects and monitors diversity data to assess the impact of its policies and procedures. Data is collected anonymously and is used to identify areas for improvement, track progress, and inform decision-making. Reports on diversity are reviewed by senior leadership to ensure ongoing compliance and improvement.

11. Data Protection All personal data collected as part of diversity monitoring is anonymised in line with data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. No identifiable personal data will be shared without explicit consent.

12. Review This policy will be reviewed annually or in response to legislative changes to ensure compliance with current legislation and best practices. The review will be conducted by the Senior Leadership Team, and any updates will be published and communicated to all stakeholders.

13. Policy Version Control

- **Version:** 2.0
- **Last Review Date:** December 2024
- **Next Review Date:** December 2025
- **Reviewed By:** Senior Leadership Team (SLT)