

## EQUAL OPPORTUNITIES & DIVERSITY POLICY

### Mission Statement

SFS will partner individuals, communities and businesses to achieve outstanding education and training successes. Our aim is to ensure every student has the chance to fulfil their potential.

SFS is committed to the active promotion of Equal Opportunities and positive regard for all learners. Everyone within SFS will be expected to work to these principles and promote its philosophy.

### Who it Applies to:

This policy covers all colleagues and all learners, i.e. in-college, in-company, online, on camera and applies to all stages of the learning process i.e. pre-entry, on course and at exit.

### General Principles

SFS will, within the resources available:

- Strive to build a learning environment in which the individual needs of each learner are identified and accommodated by an appropriate college response.
- Create opportunities for learning for all those who seek it, and will aim to provide excellence in education and training for all its learners and will enhance their individual potential focusing on the highest possible levels of student achievement and progression.
- Help create an environment which provides equality of opportunity and freedom from discrimination, harassment and bullying on the grounds of race, gender, class, sexual orientation, marital status, age, religion and belief, culture, mental health, learning difficulty, disability, ex-offending and any other factors.
- Promote the diversity of our learners through our quality review, monitoring, tutorial and counselling facilities.
- Foster mutual respect and understanding between all members of the SFS community.
- Uphold all the requirements in Equal Opportunities law and will ensure that directors, staff and students are kept informed of national and local developments.
- Identify good practice and promote positive role models.
- Produce codes of practice and procedures to establish standards which are acceptable by:
  - Encouraging diversity and innovation
  - Embedding beliefs into other value driven initiatives
  - Training staff to understand the characteristics of all groups
  - Encouraging learners to fulfil individual potential
  - Review procedures and codes of practice on an annual basis

### Responsibilities

It is everybody's responsibility to uphold the Equal Opportunities Policy. Overall responsibility for this policy lies with the Directors and Executive Principals. Within this, specific responsibilities are as follows:

#### **Managers across SFS will:**

- Ensure practices are consistent with this policy;
- Promote staff awareness of the principles involved.

**Staff within SFS will:**

Foster mutual respect and understanding between all members of the college community.  
Ensure that measures are applied to develop equality of opportunity in accordance with the Equal Opportunities Policy and Admissions Policy.

**All learners will:**

Foster mutual respect and understanding between all members of the SFS community.

**Positive Action**

SFS is committed to positive action as distinct to positive discrimination to enable all individuals to develop their full potential and to overcome the effects of discrimination.

**Redress**

All learners who consider that they have been discriminated against should contact, in the first instance, the Head of Student Services, or the College Principal who will be able to help you resolve the issue informally or offer guidance for taking the matter to the formal stage.

Formal complaints regarding SFS or a member of SFS staff should be addressed to [quality@brightonfilmschool.co.uk](mailto:quality@brightonfilmschool.co.uk) within 90 days of completing the informal process, Complaints forms can be found at <https://brightonfilmschool.co.uk/policies/>

Formal complaints regarding the behaviour of another student should be sent to the Head of Student Services who will investigate the complaint and may invoke the Student Disciplinary Procedure.

All SFS users will uphold the principles of the Equal Opportunities Policy. SFS will challenge all discrimination and will not hesitate to invoke its disciplinary procedures.

**Code of Practice**

All Learners will respect Equal Opportunities and help to create an environment free from discrimination and prejudice.

**We expect all learners to:**

- Help create an environment which provides equality of opportunity and freedom from discrimination and harassment on the grounds of race, gender, class, sexual orientation, marital status, age, religion and belief, culture, mental health, learning difficulty, disability, ex-offending and any other factors.
- Treat all members of the SFS community with respect and understanding.
- Be considerate of the rights and diversities of other SFS users, e.g. learners, staff, visitors, etc.
- Bring to the SFS's attention any issues relating to discrimination, prejudice, harassment and bullying.

SFS also operates within the full remit of the Equal Opportunities policy of our awarding institutions.