

## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### Equality Policy

#### Policy Statement

IH Manchester is committed to promoting equality and diversity in all its activities, and to promote inclusive processes, practices and culture.

- We strive to work to eliminate any unlawful or unfair discrimination, harassment and victimisation.
- We are proactive in taking steps to ensure inclusion and engagement for all students and staff alike.
- We promote a culture that is diverse and inclusive that recognises and develops the potential of all students and staff.
- We recognise the benefits and opportunities of having a diverse community whose members value one another and realise the contribution each should make to a positive school environment.

#### Policy Aim

This policy applies to:

- Students
- Paid or unpaid staff (working for the school or in partnership with it) as well as contractors
- Homestay hosts
- Visitors on school premises

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out nine Protected Characteristics which is illegal to discriminate against:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

It is the responsibility everybody to help ensure equality is respected and celebrated. To facilitate this, management and staff will:

Reviewed April 2022– Next review October 2022 or in the event of staffing, policy, or legislative changes.

- Actively promote equality of opportunity in all areas of school life and ensure that everybody is able to work productively and reach their goals regardless of ability, gender, race, disability, religion or sexual orientation
- Ensure that everybody knows their rights, and respects the rights of others.
- Aim to ensure that prejudice or discrimination in all its forms is actively challenged.
- Establish processes to ensure equal access to the curriculum and enable each individual to fulfil their potential

## Key contacts

Role	Name	Contact details
Principal and Academic Management	<b>John O'Leary</b>	In person in school Email john@ihmanchester.com
Welfare & Accommodation Manager	<b>Claire Bouédo</b>	In person in school Email claire.bouedo@ihmanchester.com

## Procedures and Practice

### Curriculum, student progress and achievement

We aim to ensure all students can fulfil their potential. To achieve this, the schools aims to:

- Make the curriculum accessible to all students and be mindful and sensitive to all backgrounds and perspectives. Input including textbooks and images will positively reflect a range of identities and lifestyles. The importance of tolerance and freedom of speech will be actively promoted.
- Identify and actively consider students' individual needs and those of distinct groups within the school at all times.
- Use a range of teaching methods throughout the school to ensure that effective learning takes place for all students.
- Create an environment where all students feel comfortable expressing their views, know how to do so and feel confident that concerns will be dealt with sensitively and purposefully.
- Ensure that at no point will a person's gender, race, disability, religion or sexual orientation be a factor in that person's progress or achievement.

### Staff Recruitment and Professional Development

In line with the Equality Act 2010, decisions regarding appointment, promotion or lack thereof, or professional development opportunities will be made solely on the basis of a person's training, experience or suitability. Management or those involved in these decisions will be appropriately trained and aware of the need to avoid discrimination and ensure equality of opportunity. (For more details, please see our Recruitment and CPD policies)

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## School facilities and provisions

IH Manchester welcomes students and staff with disabilities or medical conditions. Students are required to inform the school at the application stage if they (as a prospective student) or someone they are applying on behalf of (as a parent, sponsor or agent) has any known disability or medical condition that may affect their study or the study of other students.

## Visual and auditory impairment

We will try our best to accommodate students or staff with difficulties with their hearing and/or sight but the school is not equipped to support learners with severe difficulties in these areas. Students and staff are required to inform the school if they have any visual or auditory difficulties before their course or employment starts so that we can assess whether the position or courses are suitable and, if possible, try to make arrangements to mitigate these circumstances.

## Physical Disabilities and Wheelchair Users

IH Manchester is currently located on the fifth floor of a city centre office block. There is a lift giving access to all floors of the building. In-school students and staff are required to inform the school at enrolment or recruitment if they require wheelchair access or have other access requirements. IH Manchester commits to writing a Personal Emergency Evacuation Plan for any student or staff member who requires special consideration to leave the building in the event of emergency such as fire. There are no restrictions on physical disabilities for online courses.

## Learning Difficulties

We welcome students with mild learning difficulties and may be able to accept students with more severe learning difficulties, depending on the student's needs and the type and extent of their learning difficulties. Students who are aware of any learning difficulties that may impact their learning and experience should inform the school before their course starts. It will also be very useful for those working with students who have learning difficulties to see copies of any professional's reports for the students (translated into English, if possible) at enrolment. In the event that a student's learning difficulties are found to be more severe than initially anticipated, such that it has a significant effect on that student's course of study or the course of study of other students in the same class, we will provide guidance and pastoral support for that student to the best of our ability and training. On occasion, it may be necessary to pursue alternative arrangements for the student in question, such as advising the student to transfer to an alternative institution that has the capability to deal with such learning difficulties. In all such cases, however, we will be guided by the best interests of the student.

## Mental Health Issues

The World Health Organisation (WHO) states: "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." An important implication of this definition is that mental health is more than just the absence of mental disorders or disabilities. Mental health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community. Mental health issues may include any of the following:

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- Alcohol abuse or dependence
- Anxiety disorders
- Bipolar disorders
- Depression
- Eating disorders

Mental health problems can seriously impair academic performance and cause long term distress and harm. It is important that students who are aware that they have, or have had mental health problems share this information with the school. The school needs this information in order to ensure that reasonable adjustments can be made to help them study effectively.

IH Manchester aims to provide a supportive environment that will help students with mental health difficulties to realise their academic potential and have a fulfilling school experience. The Accommodation and Welfare Officer is available for all mental health issues that students may face, however, we may not have the staff, facilities or support available to accept students with significant mental health issues and we advise students or their parents to inform us of these before enrolling so that we can advise whether our courses are suitable.

### **In the case of a hate incident or crime**

There is a special case for hate incidents/crimes. A hate incident is an act of violence or hostility due to any of the following:

- disability
- race
- religion
- gender identity
- sexual orientation

For further information on how IH Manchester deals with such issues, please see the Student Code of Conduct and Exclusion Policy.