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# Equal Opportunities Policy

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## Policies & Procedures

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bbodance 2022-23

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*bbodance is firmly committed to the promotion of diversity and equality of opportunity. It undertakes to provide all staff and client groups with opportunities to realise their potential either as teachers, learners, examiners or administrators by encouraging open access to active participation in dance education and training in the community and the implementation and vigilant monitoring of procedures to ensure anti-discrimination practice on grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation.*

## General

bbodance promotes diversity and equality of opportunity as part of its policy to ensure high quality programmes of dance education and training for all its client groups. It works in partnership with independent private sector teachers to ensure the right and need for everyone to be treated with respect and dignity and that established professional practice provides opportunities for all to obtain recognition for their individual merits and abilities.

In response to the Equality Act 2010, the organisation has reviewed its practices that encourage all personnel to take positive steps to break down barriers which hinder personal progression. The guidelines concerning adherence to bbodance policy and procedures are issued to all staff and client groups. Additional information and guidance referring to specific protected characteristics are also available. In addition to the Equality Act 2010, they take into account the relevant provisions of the Rehabilitation of Offenders Act (1974) Sex Discrimination Act (1975), Race Relations Act (1976), the Disability Discrimination Acts (1992,1995, 2005), and the Human Rights Act (1998). This is accomplished by:

- The issue of guidelines to all employees and clients to ensure understanding of the expected standards of accepted practice throughout the organisation
- The implementation of procedures to promote diversity and equality throughout the organisation
- The use of a rigorous system of inspection and self-evaluation to further a policy of continuous improvement
- The annual reporting of findings to bbodance Senior Management and to make them available to the Regulator.

## The Guidelines

Copies of bbodance guidelines are issued to all employees and key client groups which ensure understanding that the promotion of diversity and equality of opportunity is the responsibility of all personnel. This is evidenced by adherence to the following code of practice:

1. Every contact and procedure within the organisation is affected by bbodance's Equal Opportunities Policy including recruitment and appointments, customer service, teaching and examining
2. Any changes made within the organisation must be consistent with the principles of equality of opportunity

3. Contracts and procedures should avoid stereotyping people
4. Ways of treating people and attitudes to issues such as dress, verbal and non-verbal behaviour will be non-discriminatory
5. All learning resources, literature, marketing and publicity materials made available to client groups must be free from discriminatory assumptions, images and language
6. Any discriminatory practice should be reported to the relevant line manager or senior personnel who are responsible for investigating the matter and taking the appropriate action
7. All personnel are encouraged to participate in a consultation process to examine ways of improving existing practice.

## Implementation of Procedures

### Marketing

bbodance uses its regional development plan to promote diversity and equality of opportunity as an integral part of dance education and training to the general public. The Regional Development Committee formulates and co-ordinates an annual plan of promotional events to encourage participation in dance and access to qualifications in selected dance genres to all, based on individual potential regardless of age, gender, disability, race, religion. As part of a policy of continuous improvement the activities of the Committee are reported to the Management Team and the Board of Trustees.

### In-Service Training

A series of in-service training days are provided for all teachers. All teachers particularly those new to the bbodance are encouraged to attend sessions on the implementation of equal opportunity guidelines and the code of practice

### Centre approval

As part of the centre approval procedure all centre managers are required to sign an agreement of adherence to bbodance equal opportunity guidelines and code of practice outlined above.

### Offering of choice to candidates

All approved centres are required to use formative assessment as a means of assessing candidate ability and as a result of findings all candidates are invited to consult with teachers on the choice of optimum programmes of assessment and learning in order to realise potential and assist personal progression. This may include use of additional time to achieve mastery of specific techniques or use of reasonable assessment adjustments.

## Consultation with Candidates for Teacher Qualifications

All teacher qualification candidates are requested to fill in questionnaires on their learning and assessment experiences, including the promotion of diversity and equality of opportunity. They are invited to make suggestions regarding methods of continuous improvement

## Complaints and Malpractice Procedure

All centres, teachers, examiners, candidates and parents are provided with copies of bbodance's Complaints and Malpractice Procedure which allows for appeals to bbodance through the Examinations Co-ordinator to the Quality Assurance Committee on grounds of use of non-approved barriers to access of opportunity and equality of assessment.

## Inspection and data collection

The Quality Assurance Committee is responsible for the monitoring and review of procedures based on the following evidence

- Analysis of inspection feedback forms from centres
- Analysis of comments received from teachers on in-service training and examiners and correspondence and phone calls received by the Examinations Co-ordinator
- Analysis of evaluation forms completed by students on the teaching qualifications programmes
- Examiners' reports on examination sessions and entry and results data
- Complaints.

All findings are reported to the Board of Trustees through the Management Team chaired by The Chief Executive Officer of bbodance.

## Continuous Professional Development

Compulsory attendance at in-service training days is required by all teachers and examiners who as a result of the monitoring process are seen to require updating on current procedures.

## Self-Evaluation and Reporting

bbodance's aim is to make the promotion of diversity and equality of opportunity part of its policy to raise standards and maintain continuous improvement is achieved through annual self-evaluation procedures. This is achieved through the use of guidelines and a code of practice which allocates responsibility, the maintenance of inspection procedures and a system of reporting findings to the Board of Trustees through Quality Assurance Committee and Management Team. The record of this activity is forwarded to the Regulator on request.