

EDI Overview 2022-24

Table of Contents

EDI Policy Statement.....	1
Our Commitment.....	2
Responsibilities and Obligations.....	3
LC Board of Directors.....	3
LC EDI Lead.....	4
LC Principal.....	4
All Managers	4
All Staff.....	5
All Students.....	6
Partners, Contractors and Service Providers.....	6
Actions to implement – The EDI Change Project	6
Monitoring and Evaluation.....	7
Breaches of Policy and Complaints.....	7
Related LC policies and documents.....	8

EDI Policy Statement

Leeds Conservatoire is committed to being a positive and inclusive environment for all students, staff and visitors. We do not tolerate behaviour that demonstrates prejudice, discrimination, harassment or victimisation of any kind.

We are committed to creating positive, meaningful and sustainable change for all of our community irrespective of;

- age
- disability
- gender (inclusive of gender identity, gender expression and gender reassignment)
- marriage and civil partnership
- neurodiversity
- pregnancy and maternity /paternity
- race
- religion or belief
- sex
- sexual orientation

We value diversity and aim to promote equality and inclusion throughout all of our activities. We seek to maximise the potential of our staff and students, be responsive to new ideas, and equip our students for life in a multicultural and diverse society.

Our Commitment

Leeds Conservatoire is committed to;

- promoting equality.
- celebrating diversity.
- breaking down the barriers that hinder us from reaching our full, inclusive, potential.
- centring marginalised people in the work that we do.
- creating opportunities for marginalised voices to be listened to, opening ourselves to necessary criticism, and building a culture based on trust and transparency in order to make positive, informed and sustainable change.

- understanding, and being honest about our own limitations, seeking support from others to share best knowledge and practice when needed.
- understanding our own privileges, and reflecting on how they can impact our own biases.
- promoting social cohesion and building community links.
- respecting the dignity of all people who visit, study and work at Leeds Conservatoire.
- providing conditions which encourage everyone to participate, progress and achieve in their work and learning.
- actively challenging unacceptable actions and behaviours such as harassment, microaggressions or bullying.

These commitments are championed by the Equality, Diversity and Inclusion Committee and are actively considered when producing or reviewing Leeds Conservatoire policies and procedures.

Responsibilities and Obligations

Everyone has a responsibility to give full and active support for the EDI policy by ensuring:

- The policy is known, understood and implemented.
- Individual behaviour takes into consideration the impact it may have upon others.
- Everyone is treated with respect and dignity.
- Behaviour not in accord with the EDI policy is challenged.

Within this general responsibility there are some specific responsibilities:

LC Board of Directors are responsible for:

- Having ultimate responsibility to ensure that the institution complies with equality legislation and the codes of practice supporting it.
- Consideration of an annual report to ensure that the EDI policy is being followed.

- Ensuring that the membership of the Board reflects the diversity of the communities served by the institution.
- Ensuring the LC strategic plan includes a commitment to equality.
- Ensuring that equality training is part of the institution's strategic plan.
- Being aware of the Board's statutory duties in relation to equality legislation as an employer and service provider.
- Receiving and responding to the monitoring information on equality target groups.

The EDI Lead is responsible for:

- Overseeing the continuing application and development of the EDI policy in line with legislation and strategic objectives.
- Preparing, monitoring and reviewing the annual specific EDI objectives.
- Collecting and analysing appropriate monitoring data.
- Reporting each term to the Executive Leadership Committee on equality issues.
- Advising on the formulation of policies, procedures and resources.

The Principal is responsible for:

- Giving a consistent high-profile lead on equality issues and promoting equality both internally and externally.
- Working with the Board of Directors and Executive Leadership Committee to ensure that the EDI Policy and action plan are implemented effectively.
- Ensuring that appropriate action is taken against individuals working on behalf of the institution who do not act in accordance with the policy.

Managers are responsible for ensuring that:

- All aspects of LC policy, procedures and activities are sensitive to matters of equality.
- Managers take the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity.

- Managers are aware of the institution's statutory duties in relation to equality legislation.
- Targets on recruitment, retention and achievement of students are set based on the analysis of monitoring data.
- Teaching observation reports include criteria on equality, diversity and inclusion issues where appropriate.
- Internal verification procedures include scrutiny of equality, diversity and inclusion issues.
- The procedures for recruitment and promotion of staff model best practice in equality.
- Targets are set on the recruitment and promotion of staff based on the analysis of monitoring data.
- All publicity materials present appropriate and positive messages relating to protected characteristics.
- Appropriate training and development is provided for both staff and students to support the appreciation and understanding of diversity.
- Equality is embedded across the curriculum.
- Academic areas record performance in relation to equality in their Self-Assessment Reviews (including positive actions/outcomes to promote best practice and equality issues that arose and action taken to address them).
- Student induction programmes and tutorials reflect LC's commitment to promote equality and celebrate diversity.

All Staff are responsible for ensuring that they:

- Are aware of the institution's statutory duties in relation to equality legislation.
- Build a culture where people feel confident to disclose/discuss their needs.
- Challenge discrimination and inappropriate language and behaviour by staff, students, placement providers and other users of our services.
- Ensure schemes of work, lesson content and teaching resources demonstrate understanding of and sensitivity to issues of equality, diversity and inclusion.

All Students are responsible for ensuring that:

- They create and maintain an environment where harassment and discrimination are considered unacceptable.
- They support and comply with the aims of the EDI policy statement.
- They understand the potential consequences of contravening equality legislation and the LC Policy.

Partners, Contractors and Service Providers

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts.
- LC is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality and diversity and have policies and procedures in place to achieve this.

Actions to implement – The EDI Change Project

The Equality, Diversity and Inclusion Change Project was introduced in September 2020, with the understanding of a need to review all of Leeds Conservatoire's structures and approaches to EDI.

The recommendations set out in the EDI Change Report (published May 2021) formed the beginning of a new phase of EDI work at the Conservatoire, and act as an action plan for our immediate EDI priorities. Creating meaningful, and sustainable change, is never easy, and will require a collaborative approach across the Conservatoire. We want to empower people to speak for themselves and take an active part in shaping how we become a better, more inclusive community. Staff and students can feed into this work by contacting equality@leedsconservatoire.ac.uk.

It is vital that we involve staff and students in both identifying areas for necessary improvement, and with creating opportunities to educate ourselves on, and celebrate diversity. In order to do so it is essential that regular updates are provided to staff, students and the Board of Directors.

Monitoring and Evaluation

LC's EDI and A&P Committee will monitor and evaluate achievement in respect of equality, diversity and inclusion by taking the following actions:

- Gathering statistical data in relation to staff and students, analysing the statistics, identifying any issues arising and working with individuals and/or groups to propose specific actions to address inequalities identified.
- Obtaining feedback from staff, students and community partners through meetings, focus groups, quality audits, analysis of complaints and correspondence.
- Preparing and delivering agreed actions each year to develop equality.
- Ensuring marketing, recruitment and selection procedures and training conform to equality requirements.
- Ensuring curriculum and course design take account of equality issues.
- Reporting regularly on equality through the designated structures.

Breaches of Policy and Complaints

- Acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence.
- Disciplinary action could include dismissal in the case of staff and expulsion in the case of students.
- Staff and students who feel they are being discriminated against should seek resolution through the complaints procedure if unable to resolve through informal means.
- Prospective students who consider that they have been unfairly treated with respect to their application or prospective staff who are dissatisfied with any aspect of the recruitment and

selection procedure should write giving details to the relevant senior manager. All complaints will be investigated and the complainant informed of any action taken.

Related LC policies and documents

Bullying and Harassment Policy (Employee and Student versions)

Safeguarding Policy and Procedures

Meeting the Public Sector Equality Duty

EDI Change Report – Consultancy Report and Recommendations

Staff Disciplinary Policy and Procedures

Performance Management Policy and Procedures (Employee)

Grievance Policy and Procedures (Employee)