

Update on the Equality & Diversity Action Plan 2015 to 2018

Deadlines given in the action plan are included in the header in each section (eg ongoing, termly, annually)

Equality and Diversity Initiatives Relating to Staff AND Students

1. **Equality & Diversity Working Group** - to meet termly

The working group has now been established and has met twice so far. The group will continue to meet once a term. The group is currently reviewing and consulting upon a new Equality Scheme and the action plan so that we are ready for publishing an updated scheme and plan from 2019.

2. **Promoting Good Relations** - ongoing

The Working Group will continue to look at this issue from a community perspective.

The *Maintaining good campus relations in higher education policy* has been used to inform discussions about the type of hirer the School would consider for its venues and the development of an ethics policy.

3. **Prevent Policy & Implementation Plan**

Completed to deadline: Prevent was incorporated into the School's Safeguarding Policy and the School's Safeguarding Lead arranged for Prevent training to be available to all relevant School staff during the 2016/17 academic year.

Further training took place during 2017/18 with over 50 staff attending training sessions with Alamgir Sherigar & Erin MacGalloway, Regional Coordinators at the Department of Education

The Prevent Lead and Head of Student Affairs were invited to speak at a HEFCE Prevent event in April 2017 as an example of good practice of implementation the duty across the sector.

Annual reports and detailed submissions have been submitted to HEFCE initially and then the OFS for the academic years 2016 and 2017 both have concluded that the School "has demonstrated due regard in the implementation of the Prevent Duty".

4. **The Creative Case for Diversity** - ongoing

This is being considered by the Equality & Diversity working group and any relevant information will be incorporated into the new action plan for 2019 onwards.

5. **Collaboration with wider Partners** - ongoing

Staff involved in coordinating the School's Equality and Diversity Scheme and Action Plan regularly attend the City of London's *Equality Representatives Meetings* and the

Small and Specialist Institutions' Equality Network Meetings, facilitated by the Equality Challenge Unit (ECU).

Equality and Diversity Initiatives Relating to STAFF

6. Publishing the School's Staff profile - annual

Data was updated for 2018 and published on the School's equality duty webpage in July.

7. Monitoring protected characteristics - yearly

Corporate HR produce monthly HR Dashboard reports which include protected characteristics (ie age, gender, disability, religion, sexuality and ethnic) breakdowns for established staff.

8. Monitoring Recruitment Statistics - ongoing

The School HR Department is working with Corporate HR to develop reports on this information so positive action can be taken to improve underrepresented groups. (ie in respect to widening the pool with regard to advertising).

9. Monitoring Staff Development Statistics - yearly reports

The School HR Department is working with the Corporate HR to develop reports to provide this information on the take up training. Academic Progression and Conferment of Title of Professor applications are monitored on an annual basis by the Staff Development Committee.

10. Mandatory Training - ongoing

All new starters in the School are required to complete the Equality and Diversity training during their probation period. Additionally, a new suite of equality and inclusion e-learning modules are available on City Learning:

Equality in the Workplace

Equality Act 2010

Equality Analysis

Staff members will be encouraged to complete the Equality in the Workplace training. The Equality Act 2010 and Equality Analysis training is particularly useful for managers who have responsibility for service delivery, as well as policy/strategy officers and business planners. There are also Equality & Inclusion monthly drop-in sessions at the Guildhall.

11. Reasonable Adjustments - ongoing and annual reporting

The School follows advice from the City of London Occupational Health Department and uses the Access to Work Service. Support is provided to members of staff and all cases are actioned.

12. Leavers - ongoing

Online exit interviews are offered to all staff who leave and reports have been provided to the Remuneration Committee. It should be noted that the take up of exit interviews low so it has so far been difficult to extrapolate any themes from the feedback.

Equality and Diversity Initiatives Relating to STUDENTS

13. Qualitative Monitoring - ongoing

A helpful dialogue on matters of inclusivity and accessibility was opened this year between members of the working group and representatives of the Students' Union Executive Committee. Some individual student experiences were also collected - when students consulted Student Affairs or teaching staff when facing particular barriers to learning or issues with access. The E&D working group needs to engage more widely with the student body in this respect, and to agree specific objectives and establish markers for change which can be tracked.

14. Supporting Student Transition to Higher Education

During 2017/18 students with an identified level of additional need were offered robust pre-enrolment support plus ongoing mentoring with Student Affairs staff on a regular basis. Students engaged exceptionally well with both. They reported feeling supported to participate in their courses and successfully progressed to their next year of study.

For 2018/19 student induction, Student Affairs is running "New beginnings - an introduction to the psychological factors of moving to university" for all new students and a stress management session.

The E&D working group will continue develop interventions that can further enhance the transition experience of all students with those with specific learning support needs.

15. Employability - ongoing

The E&D working group has identified a number of areas for development in relation to the School's role in preparing students with disabilities for transition into post-graduate professional employment. These include:

- How/when/if to declare a disability
- Sources of support and funding to enable access to work
- Tools and technology specific to the workplace, job role and business management
- Training/guidance from industry professionals who have disabilities
- Awareness for all students as to how to work with and support disabled colleagues

16. Bullying & Harassment - Original policy deadline was March 2016 and this was met. However, policy was updated in 2018 to become the *Harassment, Bullying & Sexual Misconduct Policy* and has been signed off by the Staff/Student Liaison

Committee and the School Operations Board. The School's disciplinary regulations were also amended to match the definition of sexual misconduct. Both policies reflect the advice of the UUK on this matter.

Training to aid staff in dealing with students who have been sexually assaulted was undertaken by staff in the Student Affairs Department with very good attendance from the hourly paid and trainee counsellors. The Secretary & Dean of Students also attended.

Another member of Registry staff went on *Managing sexual misconduct cases in a university setting* organised by the UUK.

The Students' Union will be offering a *Healthy Together: Let's talk about sex* induction session covering contraception, sexual health advice and "consent" training.

17. Mature and Post-graduate Students - orientation events and programme of social activities September 2016 and Spring 2017 and now for September 2018. Student Affairs and the SU are also working together to establish a mature student representative.

18. Inclusive Design - due September 2018 for Programme Leaders' Group
Ongoing – in 2018/19 Student Affairs will be facilitating discussions on various topics related to inclusive teaching, learning and assessment at departmental meetings – to be supplemented by digital information and learning resources for staff which will become available via the intranet.

19. Publishing the School's Student Profile - annually to February Board of Governors

20. Monitoring of Widening Participation Targets - annually December/January
Attracting students from low participation neighbourhoods remains a significant challenge for the School and the School is not meeting its target for this or state school new entrants. The numbers of BAME applicants and new entrants are encouraging, as too new entrants declaring a disability although further work on attracting students with a physical disability is needed and the School is committed to supporting the work of the National Open Youth Orchestra (NOYO).

21. Monitoring of applicants by key protected characteristics - annually to the Academic Board in spring and then included in annual report to the Board

22. Monitoring of student success by key protected characteristics - annually to the Academic Board then included in annual report to the Board

Additional student actions not included in original plan

23a Diversity School Initiative.

The Drama Department has signed-up to the Diversity School Initiative. This is a non-profit organisation set up to improve diversity and inclusion in UK drama schools through constructive dialogue and collaboration. It was founded by a group of students from Central, born out of their own experience of feeling marginalised, isolated and ‘othered’ by structural biases within their institution.

23b Learning in a safe environment

Following the Harvey Weinstein scandal and the “MeToo” revelations, the School has explored its response to the “safe space” initiatives. Music has been reading out its own statement at the start of significant rehearsals and classes, eg Gold Medal and Opera rehearsals, whilst Drama has been following the Equity guidelines where the Director reads the statement at the start of the rehearsal process to both Acting and Production Arts students involved in the production.

23c Unconscious bias - Acting staff undertook a workshop on unconscious bias.

23d Mental Health First Aider training - was undertaken by Library and Student Affairs staff

23e Ex-offenders

Registry staff will be attending training in October organised by CUK on the admissions of students with criminal records run in conjunction with UNLOCK a national charity that provides a voice and support for people with convictions who are facing stigma and obstacles because of their criminal record.

Steve Eddy
Head of HR (Guildhall School & Barbican)
August 2018

Katharine Lewis
Secretary & Dean of Students
September 2018