

B Sharp

Equality and Diversity Policy, Systems, Procedures and Professional Conduct

Policy Statement

1. B Sharp recognises that discrimination and victimisation are unacceptable and that it is in the interests of everyone to treat each other fairly, with equality and respect.
2. We aim to ensure that no one receives less favourable consideration or treatment (either directly or indirectly) on the grounds of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation - the *protected characteristics*.
3. This policy and the associated arrangements shall operate in accordance with statutory requirements (Equality Act 2010), any guidance or Codes of Practice issued by the Equality and Human Rights Commission, Government Departments and any other statutory bodies.
4. Ultimate responsibility rests with the Chair and Director who will take all reasonable steps to ensure the effective operation of this policy. However, day-to-day responsibility for its implementation also lies with our staff by which term we include: our board of trustees, paid staff and volunteers, contracted and sessional workers and professional guests.

The purpose of this policy and accompanying notes is to promote good practice and equip our staff (especially our music leaders and young music leaders) to ensure there is no discrimination and behave in ways that are compliant with the law and compatible with B Sharp's values and ethos.



Designated Officer

The B Sharp designated officer responsible for Equality and Diversity is the Director Ruth Cohen - T: 07947 334138 E: ruthcohen@bsharp.uk.com

Policy Review

January 2020 (or in response to a change in legislation)

Systems and Procedures

Employment

Recruitment, Selection and Promotion

Recruitment, selection for employment and promotion is based on appropriateness, aptitude and ability of the individual. All staff will be helped and encouraged to develop their full potential and make best use of their talents.

Induction

1. Staff and volunteers receive formal or informal induction.
2. The job requirements and responsibilities are clarified.
3. Equality and Diversity policy is explained, and training needs identified.
4. Staff receive a copy of B Sharp's Code of Conduct (Staff Handbook).

Training

5. Training on Equality and Diversity is provided (either in house or through a third party) at regular intervals. This involves:
 - Ways of behaving in day-to-day activities that are not discriminatory or intimidating.

- Ensuring that no form of discrimination, intimidation or harassment from others towards individuals or groups who have, or are perceived to have, one of the protected characteristics is tolerated (even in jest).
- Ensuring no individual is discriminated against because of their association with an individual who has a protected characteristic.
- Ensuring that where selection is required there is clarity about the criteria (i.e., this project/section is for *competent and confident singers*) and select on that basis only using clearly state measures.
- How to report concerns about discriminatory practice witnessed at a B Sharp activity or event.

Supervision

6. Staff have regular line management meetings and an annual review meeting.

Contracted staff, guest musicians and sessional workers

7. Contracted staff, guest musicians and sessional workers are given a copy of our *Equality and Diversity Policy Statement* with their contract or agreement. They are required to sign receipt of this document, state they have read and understood it and agree to abide by the detail of the policy.



Accessibility

We aim to encourage as many people as possible to take part in a B Sharp activity or event. We therefore have several strategies to help us reach a wide range of potential participants and audience members.

Marketing and publicity

1. Our marketing and publicity methods are varied and reach all ages from early years to adults; various interest groups; from traditional printed methods to website and social media.

Fees and concessions

2. We operate a sliding scale of fees and charges for our workshops, events and activities. We offer concessions and free places to those on lower incomes (i.e. part-time workers, the unemployed and students etc ...) so that no one is excluded from a B Sharp activity on the basis of financial hardship. This is activated on trust and no proof of a claim is needed.

Special Needs

3. We respond positively to the special needs of our participants, their families and the wider public who form our audiences. We will always act to overcome obstacles such as sight impairment or physical/mobility issues for example.

Safeguarding and Child Protection

4. We have programmes of activities for children from early years to young adulthood. We have a robust *Safeguarding and Child Protection* policy in place which extends our duty of care to all children, young people and vulnerable adults and allows for a wider inclusivity.



Reporting breaches of conduct

We take appropriate and immediate action in the event of incidents or concerns of discrimination or other breaches of this policy. We take every report or disclosure seriously and give support to the individual who raises or discloses their concern.

The following procedure is to be used in all cases, i.e. involving participants, their families, contracted workers or professional guests and members of an audience - as well as B Sharp colleagues.

1. Make a written note at the first opportunity, keeping a copy for our own reference, and include:

- Date, time and place of the incident and/or the disclosure,
- The names of those involved,
- A description of the incident including the actual words or gestures used,
- A counter signature if appropriate (in a school setting this would be the head or another teacher),
- Your name, date and time.



Complaints

B Sharp encourages all its staff and participants to be open about their thoughts and feelings and often asks for genuine feedback, warts and all. In this way, we aim to avoid the necessity for our participants and their families or a member of the wider public to make a complaint. However, should there be cause for complaint, the following procedure is in place and is published on our website.

1. Contact Ruth in the first instance for an initial conversation - Ruth Cohen - T: 07947 334138 E: ruthcohen@bsharp.uk.com
2. If you would prefer to talk to Ruth directly, you can always be accompanied by a friend or a parent/guardian.
3. If you are not happy with the response you receive from Ruth, contact the Chair of the Board of Trustees, Hannah Lovegrove M:07971 434336 E: hannah@hannahlovegrove.co.uk



Confidentiality

1. All information given to us by individuals or members of their family are treated as confidential and securely stored.
2. All records of equality and diversity concerns are detailed and accurate and securely stored.

