

CiRCOMEDIA

EQUALITY, EQUITY, DIVERSITY AND INCLUSION POLICY

This is a core policy that forms part of the induction for all staff, volunteers, and Trustees. It is a requirement that everyone has access to this policy and sign to say they have read and understood its contents.

Owner:	Circomedia
Author:	Face2Face HR with General Manager updates
Date agreed by SMT/Board:	December 2023
Version:	2.3
Date of last review:	February 2026
Date of next review:	February 2027
Changes to document:	December 2024 New Logo Added. Updates to definitions of equality, diversity, and inclusion. Significant changes to the wording to include student recruitment and opportunities and no longer limited to staff Significant changes to include duties under the 2010 Act and other Acts Clear signposting to complaints or Breaches Monitoring and Review. April 2025 – formatting and incorrect numbers rectified. 14/11/2025. Addition of reference to contractors, visitors & customers, social disadvantages, modern slavery legislation, marketing/publication, resources and equipment, E&D committee (Board & senior management). Addition of Equity to title and contents.

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance.

1. Aim	2
2. Definitions	2
Equality	2
Diversity	3
Inclusion	3
3. Objectives	3
Equality	3
Diversity	4
Inclusion	4
4. Equality Duties	4
5. Protected Characteristics and Legal Compliance	5
6. Inclusive Recruitment and Access	5
7. Reasonable Adjustments	5
8. Curriculum and Quality Assurance	5
9. Student Support and Guidance	6

CiRCOMEDIA

10. Training and Development	6
11. Consultation and Participation.....	6
12. Complaints and Alleged Breaches	6
13. Monitoring and Review.....	6
14. Commitment to Legal Duties	6

1. Aim

Circomedia is committed to the promotion of equality of opportunity, to provide an inclusive workplace, and to avoid unlawful discrimination in employment and against customers, students, contractors, visitors and suppliers.

Circomedia understands that our employees, customers, students, contractors, visitors, and suppliers have diverse characteristics and different experiences, needs and aspirations. We recognise that people with different backgrounds, skills, attitudes, and experiences bring fresh ideas and perceptions. Understanding, valuing, and effectively managing these differences can result in benefits at an individual, team, and organisational level.

Circomedia is committed to creating an inclusive working environment where individual differences are valued and respected, in which each employee, customer, student, contractor, visitor, and supplier can fulfil their potential and maximise their contribution.

We wish to ensure equality of opportunity and treatment for all and it is our aim to ensure that no employee or job applicant, customer, student, contractor, visitor, or supplier receives less favourable facilities or treatment on grounds of sex, marital status, civil partnership status, gender non-conforming status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability, part-time and fixed-term status, or individuals who are placed at a disadvantage by imposed conditions or requirements that cannot be shown to be justified.

2. Definitions

Equality

Equality means making sure that everyone has fair access to opportunities and is treated fairly, while recognizing that some people may need extra support or adjustments to overcome barriers related to their personal characteristics such as race, gender, disability, religion, sexual orientation, or age. This approach ensures that everyone can participate fully and reach their potential, regardless of their differences.

This understanding of equality is rooted in the [Equality Act 2010](#), which requires educational institutions to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups. By focusing on removing barriers and providing appropriate support, institutions can ensure that differences do not prevent individuals from achieving success.

CiRCOMEDIA

Equity

Equity means the quality of being fair and just, especially in a way that takes account of and seeks to address existing inequalities.

Diversity

Diversity means understanding, respecting, and valuing the differences between people. These differences can include race, ethnicity, gender, age, sexual orientation, disability, religion, and other characteristics. In an educational setting, diversity encourages a rich mix of perspectives and ideas, which helps everyone learn from one another and grow in a supportive environment.

Inclusion

Inclusion means creating a welcoming and supportive environment where everyone feels valued, respected, and able to participate fully. This involves removing barriers that might prevent people from being involved and making sure that everyone has the opportunity to succeed, regardless of their background or personal characteristics.

3. Objectives

Equality

Circomedia is committed to avoiding unlawful discrimination in all aspects of its operations, including the recruitment of students to its programmes and employment practices. This commitment extends to:

- **Student and Staff Recruitment:** Circomedia will ensure that its recruitment processes for students and staff are free from discrimination. All students must meet minimum UK student requirements. All staff must meet minimum UK employment guidelines. Admissions and hiring decisions will be based on individual suitability, capability, and qualifications, ensuring equal opportunities for all applicants. Where there are specific needs to enable someone to take part and reach their potential, Circomedia will learn what those needs are and see whether measures may be put in place to overcome them. That may not always be possible.
- **Job and Course Specifications:** Requirements for job roles and course entry will be clearly defined and limited to what is necessary for effective performance. All candidates, whether applying for employment or admission, will be assessed fairly based on their abilities and qualifications as outlined in the job or course requirements.
- **Support for Disabilities and Commitments:** Circomedia recognises the importance of accommodating disabilities and personal or home commitments. Decisions related to employment or student admissions will consider such factors as above under Student and Staff Recruitment bullet point.
- **Dignity and Respect:** We are dedicated to fostering a working and learning environment that is free from harassment and bullying. All individuals, including customers, students, contractors, visitors and suppliers will be treated with dignity and respect, promoting a positive and inclusive atmosphere for everyone at Circomedia.

Equity

Circomedia seeks to provide, not just equality of opportunity, but a fair environment for all learners to succeed. Circomedia seeks to use custom tools that identify and address inequality, including tailored support to meet individual needs as far as possible, to enable parity of outcomes.

CiRCOMEDIA

Diversity

- **Understanding Diversity:** We will continue to assess and understand diversity within our organisation, including both students and staff, through methods such as gender pay gap analysis, surveys, and other relevant tools.
- **Communicating the Value of Diversity:** We will clearly communicate how diversity enriches our organisational values and aligns with our goals and objectives, highlighting its importance to both our educational and professional communities.
- **Promoting Diverse Recruitment:** We will take proactive steps to enhance the diversity of our student body and staff, ensuring that our recruitment and selection processes attract a wide range of talented individuals from diverse backgrounds. Circomedia uses a development continuum model, and our engagement and participation programmes include community-focused offers similar to a Widening Participation programme.

Inclusion

- **Creating an Inclusive Environment:** Circomedia is committed to fostering an inclusive environment where all individuals, both students and staff, are valued and accepted for who they are. We strive to ensure that everyone feels their contributions are appreciated and respected, regardless of their differences.
- **Meeting Specific Needs:** We will support our community in recognising that some groups and individuals have particular needs that must be addressed to ensure they feel welcomed and supported in their roles at Circomedia.
- **Listening and Acting on Feedback:** We will actively seek feedback from students and staff on their experiences of inclusion and take meaningful action based on this feedback to improve our practices and environment. There is an annual staff survey and termly student meetings which capture concerns regarding equity and inclusion. Circomedia recognises the intersectionality of each individual and works on a one-to-one basis with students and staff to understand needs and barriers.
- **Reviewing Policies and Procedures:** We will regularly review our policies and procedures to ensure they reflect and accommodate the diverse needs of our students, staff, and stakeholders, creating a more inclusive and equitable community for all.
- This policy should be read in conjunction with Circomedia's policies on Safeguarding, Data Protection (GDPR) and Health & Safety which are available on the [Circomedia website](#).

4. Equality Duties

4.1. Circomedia is committed to meeting its Public Sector Equality Duties, as outlined in the Equality Act 2010, including:

- Eliminating unlawful discrimination, harassment, and victimisation.
- Advancing equality of opportunity between those who share a protected characteristic and those who do not.
- Fostering good relations between people who share a protected characteristic and those who do not.
- Avoiding discrimination due to social disadvantage.
- Awareness of the equality impacts of decisions made at Board and managerial level.

CiRCOMEDIA

5. Protected Characteristics and Legal Compliance

5.1. Circomedia adheres to the protected characteristics outlined in the Equality Act 2010, which include: sex, marital status, civil partnership status, transgender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability, part-time and fixed-term status, or individuals who are placed at a disadvantage by imposed conditions or requirements that cannot be shown to be justified. 5.2. Circomedia is committed to addressing unlawful discrimination in employment and education and will take action to identify and resolve any discrimination based on protected characteristics.

5.3. Circomedia ensures equal pay for equal work through regular audits.

6. Inclusive Recruitment and Access

6.1. **Student Recruitment:** Circomedia will ensure that all students and participants, regardless of their protected characteristics, have equal access to its educational programmes and services. Efforts will be made to identify and overcome any barriers to participation wherever possible.

6.2. **Employment Recruitment:** Circomedia will ensure that recruitment processes are inclusive and do not discriminate based on protected characteristics. Recruitment decisions will be based on merit, experience, and suitability for the role. We value open recruitment to ensure the widest possible pool of people have the opportunity to take part as students or staff at Circomedia.

7. Reasonable Adjustments

7.1. Circomedia will provide reasonable adjustments to ensure that students, staff, and customers who may experience barriers due to disability or other protected characteristics can fully participate in education, employment, and services, wherever possible. This may include alternative formats for communication (e.g. within marketing/publications), accessible buildings and facilities, specific resources and equipment, and tailored support. If adjustments come to the detriment of the student population or at extraordinary cost, we may not consider these adjustments to be reasonable.

8. Curriculum and Quality Assurance

8.1. **Curriculum Development:** Circomedia will ensure that all aspects of its curriculum and teaching practices promote equality, diversity, and inclusion (EDI), providing all students with the opportunity to succeed.

8.2. **Challenging Discrimination:** All forms of discrimination, bullying, and harassment will be actively addressed and prevented through clear policies, training, and support systems for both students and staff.

8.3. **Support for Diverse Needs:** Circomedia will monitor and provide where reasonable, tailored support for students based on their individual needs, including additional support for students with learning disabilities, mental health concerns, and other specific requirements related to protected characteristics.

CiRCOMEDIA

9. Student Support and Guidance

9.1. Circomedia will provide accessible, inclusive advice and guidance for students, addressing the diverse needs of those with protected characteristics and ensuring they have the information and support needed to thrive. For example, all students are able to access any employment opportunities shared.

9.2. Support services will be inclusive and designed to meet the needs of students from diverse backgrounds, including emotional, academic, and career support.

10. Training and Development

10.1. Circomedia will offer ongoing training and professional development for all staff and relevant stakeholders to ensure awareness and understanding of EDI issues, including the legal framework surrounding equality and diversity.

10.2. Staff will be required to complete regular refresher training (ideally annually) on EDI principles and policies, and to demonstrate commitment to these values in their professional roles.

11. Consultation and Participation

11.1. Circomedia will regularly consult students, staff, and other stakeholders to ensure that the needs of diverse groups are met and that their voices are heard in decision-making processes related to EDI. The Staff Student Liaison Committee (SSLC) meet three times annually and support decision-making.

11.2. Participation and consultation will be open, accessible, and inclusive, ensuring that all relevant groups are represented, and their input is valued. Our partner institution Bath Spa university is a member of the Office for Students who promote equal access to higher education. Our partner institution [City of Bristol college's EDI policy](#) involves consultation and participation at all levels.

12. Complaints and Alleged Breaches

12.1. Circomedia has clear procedures in place for staff and students to raise concerns or complaints related to breaches of this policy. These processes will be accessible, transparent, and will ensure timely resolution of issues.

9.2. All complaints related to EDI will be thoroughly investigated, and where necessary, disciplinary action will be taken in accordance with relevant policies.

13. Monitoring and Review

13.1. Circomedia will monitor and review the effectiveness of its EDI policies, using data on student and staff demographics, as well as feedback from stakeholders, to ensure continuous improvement.

10.2. Regular reviews will help identify any disparities or trends in equality outcomes, allowing Circomedia to make necessary adjustments to policies and practices.

14. Commitment to Legal Duties

14.1. Circomedia will meet all obligations under relevant legislation, including:

- [Equality Act 2010](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Protection from Harassment Act 1997](#)
- [Modern Slavery Act 2015](#)