



MSE: EQUAL OPPORTUNITIES

Mayfair School of English is committed to providing a safe environment in which everyone is treated fairly and with respect in accordance with the Equality Act 2010.

All those involved with the school carries a personal responsibility for their own behavior and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention.

Examples of unacceptable behavior are:

1 Discrimination

Discriminatory behaviour would include treating an individual unfairly due to their:

- gender
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- colour
- ethnic background
- nationality
- religion or belief
- age

Discriminatory behaviour can take different forms including:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation

All such conduct adversely affects study/working conditions for staff and students and is unacceptable. All forms of discriminatory behaviour will be regarded very seriously and may be grounds for disciplinary action or exclusion. In particular, persistent or gross harassment will be treated as grounds for disciplinary action including dismissal or expulsion from the school.

2 Harassment

Harassment may be an isolated occurrence or repetitive: it may occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.

Bullying

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:

- Conduct which is intimidating, physically abusive or threatening
- Conduct that denigrates, ridicules or humiliates an individual
- Picking on or shouting at a person
- Consistently undermining someone
“Cyber bullying” i.e. bullying via e-mail.

Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed.

If you feel that you are being subjected to any form of harassment by another member of staff or a student, do not feel that it is your fault or that you have to tolerate it. There are a number of courses of action which you can take.

For students:

- Talk to your teacher.
- If possible make it clear to the person causing the offence that it is unacceptable to you.
- Get support from a friend or colleague to help you explain your feelings to the person harassing you.
- Speak to a member of the academic management team or the office
- Speak to the Principal of the school

For staff:

- Talk to your line manager or the Director.
- If possible make it clear to the person causing the offence that it is unacceptable to you.
- Get support from a friend or colleague to help you explain your feelings to the person harassing you.
- Keep records of relevant incidents which distress you
- Use the school grievance procedure

Procedure

1 Informal Resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.

http://www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/DiscriminationAtWork/D_G_10026557

Students

All students enrolled at the school are expected to abide by the tenets of this policy; failure to do so may, in extreme cases, result in students being excluded from the school and their courses curtailed.

The school deems that all forms of unacceptable behaviour as outlined above are disruptive to the learning of other students. For all existing and prospective students, our terms and conditions of enrolment clearly state that Mayfair School reserves the right to exclude from lessons anyone whose behaviour wilfully *'disrupts the learning of others.'*

Staff

The above policy makes clear that abusive behaviour is unacceptable within the school. Copies of this are available in the Employee and Teacher Handbook, copies of which can be found in the staffroom and in the office and are given to all new staff during their induction.

Additionally all staff contracts make clear that employees of Mayfair School of English may be liable to summary dismissal in the event of an act of gross misconduct, which is defined as: *'physical or verbal abuse/intimidation of colleagues or clients; statements of a defamatory or racist nature; wrongfully claiming to hold qualifications which the employee does not hold or cannot substantiate by supplying relevant original documentation; an irrevocable breakdown of relations with colleagues/the management of the school.'*

1st September 2017