



Diversity, Equality and Inclusion Policy

1. Introduction

ELC is a multicultural and international community that actively promotes inter-cultural understanding and encourages an appreciation of the different ways we all live, think and learn.

2. Policy Purpose

The aims of this policy are to:

- a. Provide equality, fairness and respect for all members of the ELC community, whether a student or member of staff, whether temporary, part-time or full-time
- b. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - race (including ethnic origin, colour, nationality and national origin)
 - gender (including sex, marital status and gender reassignment),
 - disability,
 - sexual orientation
 - religion or belief
 - age
 - disability
 - pregnancy and maternity

3. ELC Ethos

Our Mission

ELC's mission is to transform lives by enabling people to better communicate globally through:

- teaching of the English language
- promoting inter-cultural understanding
- encouraging appreciation of the different ways we all live, think and learn

Our Values

Our goals and values include these principles:

- **Integrity:** we aim to be honest, fair and ethical in all our relationships
- **Respect:** we endeavour to treat everyone equally and with respect, understanding that everyone is unique with different needs and different goals

We expect all students and staff at ELC to respect and follow our core values. We will endeavour to educate students about acceptance and tolerance of a range of views, that people think differently and believe different things, all of which are acceptable as long as these views and beliefs are reasonable and do not extend to hurting or denigrating those with different beliefs.

We are committed to creating a harmonious environment in which our staff, students, partners and clients are treated with equality and respect. We recognise that discrimination and bullying are unacceptable and we ensure that nobody is treated less favourably due to their gender (including sex, marital status and gender reassignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion, belief or age. We are committed to encouraging equality, diversity and inclusion among our all of the ELC community.



All staff, students, visitors and third parties will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. The school is also committed to preventing discrimination of any type against its employees by third parties like suppliers, customers and the general public.

4. Inclusion

4.1 Admissions

Students are accepted at ELC due to their suitability to follow our courses.

4.2 Disability

We consider the needs of disabled people and make reasonable adjustments where possible to meet the needs of disabled members of staff or clients according to the limitations of our premises. The school buildings are more than 100 years old, over several floors, without lifts. There is some limited wheelchair access.

4.3 Visual and hearing impairment, special educational needs

Our teachers do not hold specific qualifications in teaching students with special learning, visual or hearing needs but we are always sensitive to these needs and able to make appropriate arrangements. We ask all students entering for an exam if they have learning needs such as dyslexia and will make arrangements with the exam board.

4.4 Loneliness and homesickness

All employees are given some guidance on recognising and responding to the emotional well-being of our students. We have named members of our staff who also act as Welfare Officers and we also have a member of staff responsible for mental health within the school.

4.5 Mental health

We are aware that students may experience difficulties or mental health issues during their stay and may need help. When this comes to our attention, we will do our best to support them. We have a trained Mental Health First Aider at school. If necessary, we will liaise with the student's family, agent or sponsor and will support them to access more specialist help where needed.

5. Application

5.1 Students

If you hear or see anything that you feel is discriminatory or disrespects anyone's individual characteristics, you should immediately speak to your teacher, Academic Manager or Centre Manager.

Serious misconduct because of discrimination may result in you being asked to leave the school. Please see the student handbook for details our disciplinary procedures for students.

5.2 Staff

If you hear or see anything that you feel is discriminatory or disrespects anyone's individual characteristics, you should immediately speak to your line manager.

Breaches of this policy by an employee will be considered as misconduct and could lead to disciplinary proceedings.



6. Links to other Policies and documents:

- ELC Disciplinary Policy and Procedure
- ELC Safeguarding and Child Protection Policy
- ELC ICT Policy and Procedure
- ELC Policy on Abusive Behaviour
- ELC Staff Code of Conduct
- ELC Staff Recruitment Policy

Policy reviewed April 2024 by the Senior Management Team
Next review April 2025