



Hummingbird Diversity Equity and Inclusion Policy

The purpose of this document is to ensure that children, young people and adults, and the wider community who work in and with Hummingbird, our Learning Lab, understand our valuing of diversity and commitment to equity and inclusion, and the measures we take to ensure these values are upheld.

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CONTENTS

1. Introduction.....	
2. Discrimination.....	
3. People responsible for implementing the policy.....	
4. Policy outline.....	
5. Legal framework	
6. Reporting.....	
7. Managing diversity.....	
8. Unconscious bias.....	
9. Training and development.....	
10. Young People's Development.....	
11. Breaches of this policy	
12. Policy Review	

INTRODUCTION

The Hummingbird Learning Lab (HLL) is firmly committed to the principles of diversity, equity and inclusion in both employment and the accessibility and delivery of services.

This means:

- Promoting equity and making services and employment accessible to all.
- Treating people fairly, regardless of their race (colour; ethnic or national origin), religion or belief, gender or gender identity, sex or sexuality, marital or civil partner status, pregnancy or maternity, disability, age or because of their association with someone who has that characteristic. These are known as “protected characteristics.”
- Employees who exercise their right to belong to a trade union and to participate legitimately in trade union activities must also be treated fairly and in accordance with relevant legislation.

The HLL aims to have a workforce that is representative of, but not limited to, the communities that it serves.

The principles of diversity and equity apply to the ways in which staff treat colleagues, students, parents, carers, key stakeholders such as Governors and partners.

All employees, workers or self-employed contractors whether part time, full time or temporary, 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. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of HLL.

Valuing diversity, ensuring equity of opportunity and compliance with the law is to the benefit of all individuals in HLL as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equity of opportunity lies with leaders we all have a commitment to this policy and have a responsibility to treat others with dignity and respect.

The HLL is opposed to all forms of unlawful and unfair discrimination and harassment of any kind, and will work to eliminate them, to create a working environment where everyone is treated with dignity and respect. All staff are expected to be accountable and to challenge discrimination. As an employer, the HLL will also challenge social exclusion and discrimination, promote equity and celebrate diversity to achieve excellence.

DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics (see introduction). Direct discrimination may take the form of direct discrimination by association whereby someone is treated less favourably due to the protected characteristic of someone they are associated with such as a disabled partner. Direct discrimination can also take the form of discrimination by perception whereby a person is treated differently based on a protected characteristic they are thought to have, whether this perception by others is actually correct or not.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the shared protected characteristic at a particular disadvantage. Indirect discrimination may take the form in relation to working hours whereby an employee may have caring responsibilities but is required to work full-time or unsocial hours.

PEOPLE RESPONSIBLE FOR IMPLEMENTING THE POLICY

The Board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Human Resources lead.

Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change to minimise risks also lies with the Human Resources Lead. All leaders are responsible for implementing this policy in HLL with their team, and have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the contents.

All staff are responsible for the success of this policy, which will be part of the induction process, and should ensure that they take the time to read and understand it.

The HLL HR Department is responsible for monitoring any diversity issues.

The HLL's Leadership, Teachers, and Governors will have the day to day responsibility for embedding diversity into the culture of our learning lab.

POLICY OUTLINE

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees including ITT students, casual workers, Governors, volunteers, contractors and sub-contractors, and visitors are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion.

The HLL's commitment to diversity and equity extends to all aspects of the working relationship including but not exclusively:

- Recruitment and selection procedures
- Terms and conditions of employment, including pay and benefits
- Training, appraisal, career development and promotion; work practices, conduct issues, discipline, grievances and allocation of work
- Termination of employment and post-employment matters, including references

LEGAL FRAMEWORK

The HLL's legal obligations and duties include those defined by the Equality Act 2010 in relation to discrimination and social inclusion. The Equality Act 2010 provides further guidance.

REPORTING

The HLL's Leadership, Teachers and Governors will have the day to day responsibility for embedding diversity, inclusion and equity into the culture of our learning lab. They understand that discrimination and harassment are unlawful and totally unacceptable and will challenge any inappropriate or discriminatory behaviour that they become aware of.

The Leadership Teams, Teachers, and Governors are responsible for ensuring that all staff understand that if they harass colleagues, they may be subject to disciplinary action and could also be held personally liable.

Staff are expected to take an active part in promoting diversity, inclusion and equity in everything that they do at work and to treat everyone in their working environment with dignity and respect.

HLL requires all staff to behave in a non-discriminatory way towards colleagues, students and members of the public. Failure to do so will be taken seriously and could lead to disciplinary action.

Staff should either challenge inappropriate or discriminatory behaviour where they feel confident to do so or report it to their line manager. If the behaviour relates to a member of staff's line manager, the member of staff should report it to the next level of management. If it relates to the Headteacher then the Chair of Governors should be contacted. If it is the Chair of Governors then the Headteacher should be contacted.

The individual receiving the report is under obligation to follow-up in accordance with Breaches of this Policy section below.

Staff who make unfounded or malicious complaints or invoke the policy vexatiously may be subject to disciplinary action.

MANAGING DIVERSITY

Managing diversity goes much further than having a diversity, equity and inclusion policy. It is about recognising, respecting and responding to individual differences and needs, and ensuring equity of treatment. The ownership of managing diversity is a core part of HLL and should be integrated in the Learning Lab. All staff are required to work within the ethos of diversity and equity and will be given appropriate training and guidance to do this.

UNCONSCIOUS BIAS

HLL recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it. There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background, to placing too much significance on what has been identified as a negative trait.

HLL will work against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion and training opportunities, with a focus on promoting diversity and inclusion.

In particular, HLL will implement the following:

- Omitting unnecessary personal questions from job interviews
- Maintaining a diverse panel to make decisions
- Referring to specific job criteria when making recruitment decisions
- Discounting any favourable personal relationships with staff
- Continual review of all policies, process and practices to ensure fairness

TRAINING AND DEVELOPMENT

All staff will be given appropriate access to training to enable them to progress within HLL and all promotion decisions will be made on the basis of merit and a fair and equitable recruitment and selection process.

Training and development needs will be regularly monitored to ensure equality of opportunity at all levels of HLL where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

HLL is committed to ensure diversity, inclusion and equity training is available to all staff members and other relevant individuals, such as those in governance roles and this will form part of the induction process for newly appointed staff and other relevant individuals.

YOUNG PEOPLE'S DEVELOPMENT

Young people will develop their awareness of DEI as this is modelled by adults and is a part of our culture. Both the curriculum and our behaviour policies will have direct links to DEI.

BREACHES OF THIS POLICY

Staff who believe that they may have been discriminated against are encouraged to raise the matter through the HLL Grievance Procedure or raise directly with the most appropriate senior manager as this may be a disciplinary matter.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant policy. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the HLL Disciplinary Policy.

Any member of staff who is alleged to have committed an act of discrimination or harassment will be subject to an investigation under the Disciplinary Policy. Such behaviour may constitute gross misconduct and as such, may result in summary dismissal. The HLL will adopt a strict approach to serious breaches of the Diversity, Equity and Inclusion Policy.

Advice and support can be obtained by contacting the Headteacher or Head of HR. Employees are also encouraged to contact their trade union representative for advice and support where appropriate.

POLICY REVIEW

This policy will be reviewed every two years, earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance. We will monitor the application and outcomes of this policy to ensure that our policy promotes and reflects best practices.