

# Equality Policy



## 1. Why this policy matters

At Lewis School of English, we want everyone to be treated fairly, with dignity and with respect.

This policy explains our approach to equality, fair treatment and inclusion. It also explains what we expect from students, staff, hosts and other people connected with the school. It is based on the Equality Act 2010 and our wider welfare and safeguarding responsibilities.

## 2. What we expect

We expect everyone in our school community to:

- treat other people with respect
- value people from different backgrounds
- avoid bullying, harassment or unfair treatment
- follow school rules and procedures
- raise concerns through the proper school channels

We want our school to be a place where people can study or work without unfair discrimination.

## 3. Equality for students and staff

We aim to give fair access to learning, work, welfare support, activities and services.

We make decisions fairly and based on relevant information. This may include, for example:

- course or job requirements
- English level or qualifications
- welfare or safeguarding needs
- health and safety
- the school's ability to meet a person's needs safely and appropriately

We do not unlawfully discriminate.

## 4. Physical disability, illness and access

Due to the age and listed status of the buildings at our main school, there are limits to wheelchair access and to some other physical adjustments.

Because of this, our main school may not be suitable for students or staff whose disability would make it unsafe or unreasonably difficult to enter, leave or move around the premises. If this may affect you, please tell us as early as possible so that we can discuss what is possible.

Our Winchester junior centre is an accessible site with wheelchair access.

Applications from students who are partially sighted, hard of hearing, or who have a physical disability, illness or other access need are considered on a case-by-case basis. We look carefully at whether we can support the student safely and effectively on the course.

Where possible, we may:

- arrange accommodation with an experienced host family
- place the student in the most accessible classroom location
- consider practical adjustments to support learning and welfare
- choose activities that are as inclusive and low-risk as possible

If we cannot safely or reasonably meet a person's needs in a particular building, course or programme, we will explain this clearly and sensitively.

## **5. Learning differences, additional needs and reasonable adjustments**

Some students, staff or applicants may need extra support or changes to usual arrangements.

If someone has a learning difference, disability, medical condition or other additional need, we will consider support and reasonable adjustments on a case-by-case basis.

This may include:

- classroom changes
- room or access arrangements
- timetable changes where practical
- welfare support
- different ways of communicating

We consider each case individually and look carefully at what is possible.

## **6. Religion or belief and practical arrangements**

We welcome students of all faiths. Information about places of worship in Southampton is available in the Student Zone on our website.

Where possible, we respond reasonably to practical needs connected with religion or belief. This may include prayer arrangements, meal arrangements or other reasonable requests.

At our main school, Muslim students can use the prayer room. In the Adult School, students attending Friday prayers may be allowed to leave the second lesson early or arrive late for the third lesson, in line with our attendance arrangements.

Requests will be considered on a case-by-case basis, taking account of welfare, safeguarding, practical arrangements and the rights and needs of others.

## **7. Harassment, bullying and unfair treatment**

We do not tolerate harassment, bullying, victimisation or other unfair treatment.

This includes behaviour connected with:

- age
- disability
- race
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy or maternity
- marriage or civil partnership
- any other protected characteristic

Examples may include insulting language, offensive comments, intimidation, exclusion or hostile online behaviour.

## **8. Reporting concerns**

If you believe you have experienced discrimination, harassment, bullying, victimisation or other unfair treatment, you should tell us as soon as possible.

Concerns can be raised through:

- a manager or senior member of staff
- the welfare team
- the complaints procedure
- the safeguarding route, where appropriate

We will take concerns seriously and respond fairly.

No one should be treated unfairly for raising a genuine concern in good faith.

## **9. Linked policies**

This policy should be read with our:

- Safeguarding Policy
- Student Selection Policy
- Sex & Gender Policy
- Complaints Procedure

You can find our school policies at: <https://lewis-school.co.uk/school-policies/>

Version: EP-0326

Policy owner: Alistair Walker, Owner/Director

Last reviewed: 29 March 2026

Next review date: 01/03/2027