



Victory Heights Primary School
City of Arabia
**Diversity, Equity and Inclusion
Policy**

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Equal Opportunities Statement

The aims of the School and the principles of excellent pastoral care will be applied to all, irrespective of their race, sex, disability, religion or belief; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Introduction

At Victory Heights Primary School City of Arabia, we offer a British education tailored for a global context, serving a diverse community of learners from over 50 countries. Our commitment is rooted in creating an inclusive environment that embraces our differences and celebrates diversity. At the same time, we deeply respect and uphold the morals, traditions, and values of our host nation.

Every student at Victory Heights is given equal opportunities, irrespective of their gender, race, caste, creed, religion, or ethnic origin. We stand unwaveringly by this commitment and instil in our students the values of kindness, respect, and courtesy towards all.

We rigorously adhere to the laws of the United Arab Emirates. These laws not only prohibit discrimination based on caste, race, religion, or ethnic origin but also champion the rights of people of determination and ensure gender pay equality.

For a comprehensive understanding of the UAE's anti-discrimination laws and policies, please click [here](#).

Purpose

The purpose of Victory Heights Primary School City of Arabia's Diversity, Equity, and Inclusion Policy is to provide clear guidance to our staff and the wider community regarding the expected behaviours in upholding these core values. Through this policy, we underline the school's unwavering commitment to fostering an environment that celebrates diversity, ensures equity, and promotes inclusion for all. We believe that by doing so, we create a vibrant, respectful, and inclusive educational setting where every individual is valued, and their unique experiences and perspectives are embraced

Discrimination Legislation

In 2015, the UAE enacted Law No. 2, known as the [Law against Discrimination and Hatred](#). This law explicitly bans discrimination based on religion, belief, sect, faith, creed, race, colour, or ethnic origin. Designed with a comprehensive scope, the law addresses various forms of discriminatory expression, whether they occur through speech, writing, art, or digital media, ensuring no form of discrimination is overlooked.

Further cementing its commitment to inclusivity, the UAE's [Federal Law No. 29 of 2006](#) upholds the rights of people with special needs. This legislation affirms their right to dignity, ensuring they are not deprived of their rights or services due to their conditions. Specifically, this includes essential services in health, education, employment, and leisure.

[Federal Decree Law No. 34 of 2023](#) concerning Combating Discrimination, Hatred and Extremism (in Arabic - PDF, 1.72 MB) prohibits contempt of religions, discrimination and hatred against one another and extremism of views.

For Emiratis with special needs, the UAE mandates equal employment opportunities, even in public positions. Moreover, [Resolution No. 43 of 2018](#) focuses on bolstering employment rights for people with special needs, compelling government entities to provide equal work opportunities and prevent discrimination.

Lastly, the UAE has made strides in gender pay equality. While the [UAE Labour Law 1980's Article 32](#) already stipulates equal pay for equal work between genders, the UAE Cabinet further endorsed this commitment in 2018 by approving a [law reinforcing equal wages for women and men](#).

Further reading

<https://u.ae/en/about-the-uae/culture/tolerance/anti-discriminationanti-hatred-law>

Examples of Discrimination

Direct Discrimination

Declining an applicant due to beliefs they wouldn't 'fit in' based on their racial background constitutes direct discrimination.

Less favourable treatment because of one's association with another individual with a protected characteristic is also direct discrimination. For instance, if a student faces harassment due to a disabled sibling, this is direct discrimination against the student. Discriminating against someone because of their connection to another person with a protected attribute is considered discrimination by association.

Indirect Discrimination

Indirect discrimination happens when an individual faces a disadvantage due to an unjustified provision, criterion, or practice related to their specific attributes, such as gender or race. An instance is setting a minimum height requirement, which might disadvantage more women than men. If such a criterion lacks an objective reason unrelated to gender, it becomes indirectly discriminatory based on gender.

Discrimination Arising from Disability

This form of discrimination occurs when someone with a disability is unfavourably treated due to a disability-related reason, and this treatment isn't a justified means to a legitimate end. For instance, not allowing a student with cerebral palsy using a wheelchair to join a school trip because of inaccessible wheelchair facilities, without exploring alternative solutions, is discriminatory.

Harassment

Harassment involves subjecting an individual to unwanted conduct tied to a protected characteristic, which infringes on their dignity or creates an intimidating, hostile, degrading, humiliating, or offensive setting. If an employee, during their duties, gets harassed by non-school-controlled parties due to a protected attribute, it's considered third-party harassment.

Victimisation

Victimisation takes place when someone faces detrimental treatment for alleging or testifying about mistreatment towards anyone (including themselves) based on the aforementioned grounds.

Equal Opportunities for Students

Admissions

Victory Heights Primary School City of Arabia is a non-selective institution that champions inclusivity at its core. We welcome students of all nationalities and religions, ensuring that our values and culture resonate with the diverse backgrounds of our entire school community. Every student, regardless of their background, is meant to feel welcomed, accepted, safe, and valued. As students join us, we diligently identify those with special educational needs and disabilities, as well as those who showcase exceptional talents. We tailor our curriculum as required and continually assess the effectiveness of any interventions and support through regular monitoring and feedback processes.

Equal Access

Victory Heights Primary School City of Arabia ensures equal access to all its offerings, including all classes, facilities, services, and sports, for every student regardless of their background and personal characteristics. This is always carried out with a keen consideration for safety and welfare.

Proactive Support

We make provisions for access arrangements and necessary reasonable adjustments during our admissions process. Such arrangements are decided upon prior to entry assessments to ensure every candidate's unique needs are met without compromising the assessment's integrity.

Our student leadership positions are determined through a transparent, democratic election which does not consider any protected characteristics.

For students with disabilities or special educational needs, we offer additional educational resources to cater to their unique requirements.

Exclusions

At Victory Heights Primary School City of Arabia, we refrain from discriminating against any student by exclusion or any other means based on their personal characteristics or background. Decisions regarding permanent exclusions align with our Behaviour and Sanctions policy and necessitate KHDA approval.

Curriculum

By adopting an internationally minded, adapted British curriculum, we weave an intercultural dimension into our teaching, learning, and student support structures. We are dedicated to moulding both our staff and students as global learners and citizens. This involves fostering ties with international communities, particularly those within the region. We also motivate our staff to gain international perspectives and incorporate them into their teaching plans using our assessment framework.

Fostering Positive Student Interactions

Victory Heights Primary School City of Arabia underscores the importance of exemplary behaviour. We inspire students to respect themselves, their peers, adults, and property irrespective of personal backgrounds. Our commitment lies in maintaining a cheerful, nurturing environment marked by fair and consistent rules. Through our curriculum and ethos, we instil in students a positive outlook towards all societal groups, encouraging them to challenge stereotypes and preconceptions.

Anti-Bullying Stance

Victory Heights Primary School City of Arabia takes its duty to provide a secure environment for its students and staff seriously. We believe that everyone has the right to learn and teach in a supportive atmosphere without any intimidation or bullying fears. Any incidents of bullying, whether experienced firsthand or witnessed, should be reported. Our aim is to cultivate an environment where students are unhesitant to voice such incidents, facilitating timely interventions.

Uniform and Appearance

Victory Heights Primary School City of Arabia ensures its uniforms are comfortable, conducive to learning, and neutral, accommodating various cultural, religious, and disability needs. We permit flexibility in hairstyles and also accommodate special requirements, such as allowing leggings for physical education and long-sleeved garments beneath the school uniform. Modifications for cultural observances, like Muslim headwear, are also accommodated.

Support for Students with SEND

At Victory Heights Primary School City of Arabia, we are deeply committed to offering inclusive education across all year groups. This encompasses catering to those identified with additional needs. Our goal is to understand every individual thoroughly to help them reach their highest potential.

We align with Dubai's 'My Community' initiative, striving to make Dubai an inclusive city.

Support for Students with EAL

Given Dubai's diverse populace, Victory Heights Primary School City of Arabia acknowledges that many students may be multi- or bi-lingual, with English not being their first language. Though fluency in English is a prerequisite for admission, we offer support for those identified as English as an Additional Language (EAL) learners. Their primary language is determined during the application process, with support provided during their transition and upon joining the school.

Equal Opportunities Employer

Victory Heights Primary School City of Arabia is committed to upholding equal employment opportunities.

To draw from a broad spectrum of expertise, knowledge, and backgrounds, and to align with relevant laws and the best international and local practices, our goal is to build and maintain a staff that mirrors the diversity of our recruitment region. This includes considering factors like race, colour, nationality, ethnicity, religion, gender, sexual orientation, pregnancy, marital status, gender identity, age, and disability – which we collectively refer to as "Protected Characteristics."

Consequently, we consistently evaluate our recruitment, promotion, and professional development strategies to ensure that no potential or current staff member faces unjustified disadvantages. We are staunchly against any form of discrimination or unequal treatment based on Protected Characteristics, whether actual, perceived, or by association.

This commitment is unwavering across various areas such as:

- Job recruitment and selection;
- Opportunities for promotion, transfer, and training;
- Employee benefits and terms of service;
- Resolution processes for grievances and disciplinary matters;
- End of employment protocols, including redundancy;
- Workplace behaviour;
- Policies ensure fairness and equality, especially concerning student admission and evaluations.

This dedication to fairness and equal opportunity extends to how our staff interacts with visitors, students, parents, suppliers, and former colleagues.

Policy Implementation

To uphold its commitment to equality and diversity, Victory Heights Primary School City of Arabia will work diligently and collaboratively with its staff to:

- Identify and dismantle barriers that might hinder equality or prevent staff from reaching their fullest potential.
- Advertise positions transparently and ensure that job selection criteria match the position's requirements.
- Thoroughly investigate all discrimination and harassment complaints, and take necessary actions.
- Raise awareness about this policy among all staff members.
- Monitor staff demographics and assess recruitment practices' impact.

- Continuously evaluate existing procedures to ensure their non-discriminatory nature.
- Ensure all official communications adhere to this policy's intent and wording.

Recruitment and Selection

Our recruitment process is anchored in non-discrimination principles, aiming to align an individual's competencies with job requirements while staying adaptable to evolving needs.

The primary selection factor is the candidate's ability to perform the role, but interpersonal skills, trainability, and potential are also valued. All candidates will be treated promptly and respectfully.

Appointments depend on satisfactory references, DBS or local police checks, medical reports, and the completion of a probationary period.

Disability Considerations

Staff with disabilities, or those who become disabled, are encouraged to inform Victory Heights Primary School City of Arabia to receive appropriate support. Disabilities will not inherently disqualify a candidate. The application process will be adjusted as needed to prevent disadvantaging applicants due to their disabilities. Should challenges arise from a disability, staff should consult the Principal for reasonable modifications.

Adjustments might entail workspace modifications, equipment provisions, job redesign, or flexible hours. If a disabled staff recognizes an adjustment need, they should liaise with the Principal.

Workplace Dignity

Any form of harassment is strictly prohibited and could result in disciplinary actions, including immediate dismissal. Harassment covers a wide range of unwanted conducts, from inappropriate comments and gestures to bullying. Staff who believe they've faced harassment can attempt resolution informally or escalate it formally following the procedure in the HR Handbook. Discrimination complaints should be directed to the Principal or the HR Manager. False allegations will be treated as disciplinary offences, and retaliation against complainants will likely result in disciplinary action.

Employee Relations

Victory Heights Primary School City of Arabia prioritises fostering healthy working relationships. We strive for:

- High performance through teamwork, trust, and employee dedication.
- A respectful work environment free from discrimination and harassment.
- Competitive employment conditions.
- Transparent communication about the school's objectives and updates.
- Recognizing every employee's right to voice complaints and expect timely responses.

While minimal disciplinary rules signify trust in our staff, they exist to ensure an efficient and safe working atmosphere, adhering to societal norms within the UAE.

Roles and Responsibilities

The Principal at Victory Heights Primary School City of Arabia holds primary responsibility for all equality and diversity matters.

Details regarding the Designated Person's roles can be found in Appendix 1.

All staff members must:

- Treat everyone with dignity and respect, refraining from actions that might be seen as discriminatory or harassing.
- Support and contribute to all equality and diversity initiatives.
- Proactively combat discrimination.
- Report any related issues as per this policy.

Staff members must recognize their personal liability for any acts of discrimination, harassment, or victimisation during their tenure. Attempts to prompt others to engage in these behaviours are also deemed unlawful and will lead to disciplinary action.

Reporting and Recording Procedures

Confidentiality and Transparency

Staff and students of Victory Heights Primary School City of Arabia are entitled to be informed about the specifics of a complaint lodged against them, including the identity of the complainant, the detailed nature of the complaint, and must be provided an opportunity to respond before any action related to the complaint is taken. It's both unprofessional and contrary to the principles of fairness to withhold the complainant's identity and complaint details. Not sharing such critical information denies the staff or student a fair opportunity to address and respond to the complaint.

Those who feel they've been affected by, or have observed behaviour contradicting the Victory Heights Primary School City of Arabia's Diversity, Equity, and Inclusion policy, are urged to first communicate with the individual involved for resolution.

Reporting

Should direct resolution efforts prove unsuccessful, the incident should be reported to one of the schools academic and administrative leaders mentioned below without delay:

For Employee Concerns

1. Principal
2. Head of HR
3. Headteacher

For Student Concerns

1. Principal (DSL)
2. Headteacher (Deputy DSL)
3. Assistant Headteacher i/c year group

Violations of the Diversity, Equity, and Inclusion Policy by students against their peers will be addressed through the Behaviour Policy.

If the initial contact was not made directly to the Principal, the incident will then be reported to the Principal. The Principal will designate an administrator, typically from the Senior Leadership Team, to investigate and/or supervise complaints involving a staff member.

Disciplinary action won't commence until a thorough investigation is concluded, and the staff member has been given a chance to respond per the procedure detailed below. All complaints will be processed without undue delay. In cases where key individuals are absent, excluding the accused staff member, a substitute may step in provided it doesn't compromise the fairness of the process.

Suspension

Following careful evaluation, if deemed necessary, a staff member might be temporarily suspended on full pay until the investigation concludes. Such a suspension doesn't equate to disciplinary action. The Principal or Head of HR, when suitable, will nominate a senior staff member, not associated with the matter, to guide and support the employee under investigation or suspension.

Formal Procedure

Investigation

The designated administrator, chosen by the Principal, will conduct an investigation promptly, focusing on fact-finding and amassing any related documentation. When needed, statements from relevant individuals will be taken, and the accused might be called for an investigative meeting.

Notice of Findings

Should the investigation conclude a breach of the Diversity, Equity, and Inclusion Policy, the staff member will be invited for a meeting. They will be apprised in writing about the complaint specifics, and, where relevant, presented with documented evidence amassed during the investigation. If witnesses are to be called during the meeting, prior notice must be provided.

The meeting will be overseen by the Principal or Head of HR (or a fitting senior staff member they designate who hasn't previously been involved). The accused may bring along a colleague for support. The accused and their companion should make every effort to attend. If the staff member misses the meeting, a rescheduling might occur. But missing the rescheduled meeting might lead to decisions in their absence.

If disciplinary actions are deemed necessary post-meeting, written communication detailing the violation, requisite corrective actions, relevant review period, potential consequences, and the right to appeal will be dispatched.

Sanctions

Based on the circumstances, one of the following sanctions may be issued:

1. Written Warning

For grave offences, repeated minor offences, or failure to rectify behaviour.

2. Final Written Warning

For severe or recurring offences. Might include a notice about potential dismissal for continued violations.

3. Dismissal

Typically a result of continual failure to heed prior warnings or an act of gross misconduct.

Gross Misconduct

In rare scenarios, after comprehensive investigation and hearing the employee's explanation, they may face immediate dismissal without notice for acts amounting to gross misconduct.

Appeals

Staff can appeal decisions within five working days of receiving the written decision. Appeals should be directed in writing to the Head of HR. The appeal process, hearing details, and record-keeping remains as previously mentioned.



Victory Heights Primary School
City of Arabia
**Diversity, Equity and Inclusion
Policy
Appendices**

Appendix 1

Roles and Responsibilities

The designated senior member of staff with overarching responsibility for equality and diversity matters at Victory Heights Primary School City of Arabia is the Principal.

Duties of the Designated Person

- Cultivate an environment where every member of the school community is expected to engage with one another based on mutual respect, dignity, and tolerance.
- Ensure Victory Heights Primary School City of Arabia adheres to the relevant UAE laws, including but not limited to:
 - UAE anti-discrimination/anti-hatred federal decree law no. 2 of 2015
 - Laws ensuring equal wages for women and men
 - Federal law no.29 of 2006, which safeguards the rights of people of determination
 - Resolution no.43 of 2018, promoting support for 'people of determination' in the employment sector
 - The People of Determination Protection from Abuse Policy
 - The Convention concerning Discrimination in Respect of Employment and Occupation
- Implement all policies, practices, and procedures related to equality and diversity, including aspects like admissions, curriculum, and recruitment.
- Make appropriate and effective adjustments to cater to the individual needs of staff, students, and any stakeholders associated with Victory Heights Primary School City of Arabia.
- Ensure all staff are educated on and adhere to the school's policy and receive relevant equality and diversity training based on their duties and roles.
- Diligently act to prevent discrimination, harassment, and victimisation.
- Oversee the recording, management, and analysis of incidents that might pertain to discrimination, harassment, or victimisation in line with the school's policies and guidelines.

Responsibilities of All Staff

- Engage with colleagues, students, and visitors with utmost respect and prevent any behaviour that might lead to allegations of discrimination, harassment, or victimisation.
- Support and partake in any initiatives introduced to enhance equality and diversity at the school.
- Actively challenge any form of discrimination or disadvantage in line with their responsibilities.
- Report any concerns related to equality and diversity following this policy.

It is essential to recognize that an employee is personally accountable for any discrimination, harassment, or victimisation actions they commit during their employment, regardless of the employer's potential liability. Any effort to coerce or induce another person to act in a discriminatory or harassing manner will be considered unlawful discrimination. Employees found doing so will be subject to disciplinary action.

Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy. Updates and changes will be documented in the Version Control Table to ensure transparency and continuous improvement.

Version Control Table

Policy Title: Diversity, Equity and Inclusion Policy

Policy Owner: Principal

Last Approved By: Primary Leadership Team

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	October 2024	PLT	Initial policy release	August 2024
1.1	September 2025	PLT	Added Federal Decree 34 regarding contempt of religion	August 2027