



Equality, Diversity and Inclusion Policy 2025-26

**International Montessori School of
Albania (IMSA)**

Approved by:	Mirlinda Boshnjaku	Date: 02.09.2025
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Introduction

All schools in the Orbital Education group are committed to equal opportunities for all. At International Montessori School of Albania (IMSA), we believe that our diverse community of students and staff is one of the school's greatest strengths. To ensure that everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity are at the core of all the school's activities.

Treating individuals unfairly or detrimentally on the grounds of personal characteristics is discrimination, and can take many forms, such as harassment, denial of opportunities, or inciting others. Within our school community, we are committed to a zero-tolerance policy towards less-favorable treatment on the grounds of any personal characteristic.

The International Montessori School of Albania (IMSA) is committed to promoting and developing inclusion and equality of opportunity in all its functions, and seek to do this by:

- communicating its commitment and the importance of equality and diversity to all members of its community;
- ensuring all staff and students are aware of the aims of this policy;
- monitoring, evaluating and reviewing school policies, procedures and decision-making to ensure equity and inclusion;
- demonstrating a zero-tolerance attitude towards discrimination within our community by taking all allegations seriously.

This policy applies to all members of the International Montessori School of Albania (IMSA) community, including students, parents and staff.

Aims

The aims of this policy, and the school's ethos, are to:

- promote equality of opportunity for all members of the school community;

- eliminate bullying and discrimination because of any of any personal characteristics;
- eliminate bullying and discrimination because an individual has a learning difficulty, educational need, or because English is an additional language;
- eliminate preferential treatment or advantage because of favoritism towards an individual;
- comply with the school's equality and inclusion obligations under local and national regulations;
- provide a secure environment in which all our students can thrive and achieve all of the outcomes of Keeping Children Safe In Education;
- provide a learning environment where, through policies, practices and the educational programmer, all individuals feel valued and have a sense of belonging;
- prepare students for life in a diverse and inclusive society in which everyone can take their place in the local, regional, national and international community;
- value and include the contribution of all families to our understanding of equality and diversity;
- provide and promote positive information about the diversity of our society;
- actively challenge discrimination and favoritism, and ensure that all members of the school community learn from these experiences;
- embed inclusion and equality of opportunity through all our activities.

To achieve these aims we:

- publish and share school policies to the whole school community;
- involve, where reasonably practicable, all members of the school community in the development, review and impact assessment of relevant improvement plans, policies and procedures;
- collect and analyses data (such as admissions data and examination results) to monitor and prevent any potential disadvantage amongst the student body;
- help overcome potential barriers to learning by providing for diverse learning styles, including any learning support needs and/or disabilities a student may have;
- ensure the wider school curriculum promotes and celebrates equality and diversity;
- operate a zero-tolerance policy towards abusive or discriminatory behavior;
- work in partnership with families and the wider community to establish and promote inclusive practices and help tackle inequity and discrimination.



Student Admissions

At International Montessori School of Albania (IMSA), we treat every application for admission in a fair and equal way, in accordance with this policy and the school's Admissions Policy. We accept applications from, and admit, students irrespective of any personal characteristic.

Parents must inform the school when completing the registration form of any special circumstances (such as learning support needs) affecting their child which could affect the child's ability to fully participate in the education provided by the school so that needs can be assessed and appropriate support can be considered.

We will not offer a place to a child if, after reasonable adjustments have been considered, the school cannot adequately cater for and/or meet their needs.

Educational Services

All students access the educational provision, services and facilities, irrespective of any personal characteristic, subject to the school's obligations and considerations of safety and welfare. At International Montessori School of Albania (IMSA), we will not discriminate against a student on the grounds of any personal characteristic by excluding them or subjecting them to any other detriment.

We seek to educate students in a multicultural, anti-discriminatory environment, using the curriculum, assemblies, PSHE programme and external speakers to promote understanding and appreciation of other faiths, races and cultures.

The school has a duty to make reasonable adjustments for students with a disability, so that they are not substantially disadvantaged in comparison with their non-disabled peers. Whilst we may not need to make alterations, reasonable adjustments and proposals for auxiliary aids and services will be considered and discussed with parents in light of the student's needs and the resources available to the school.

Staff Recruitment

At International Montessori School of Albania (IMSA), we treat every application for employment in a fair and equal way, in accordance with this policy and the school's Recruitment Policy. We accept applications from, and employ, staff irrespective of any personal characteristic.

All decisions about staff deployment, promotion, salaries or benefits are made with regard only to individual merit and suitability for the particular job.

Responsibilities



Each member of the International Montessori School of Albania (IMSA) community is responsible for being alert to and challenging discrimination, embracing diversity, respecting different cultures and beliefs, and upholding equality of opportunity for all.

The School

The school will:

- treat all members of the school community with respect and dignity, and seek to provide a positive working and learning environment free from discrimination or favouritism;
- endeavour to meet the needs of all students and ensure that there is no discrimination on the grounds of any personal characteristics;
- ensure those students with special educational needs or English as an additional language receive necessary educational and welfare support where required;
- monitor the admission and progress of students from different backgrounds;
- challenge inappropriate discriminatory behaviour by students, staff or parents;
- foster a culture which promotes openness and encourages students or staff to come forward if they have experienced discrimination;
- offer all students access to all areas of the curriculum, including the full range of extra-curricular activities;
- ensure that all staff are aware of their responsibilities, promote equality of opportunity and are given appropriate training and support;
- work with parents and external agencies where appropriate to combat and prevent discrimination in school;
- seek to resolve any incidents or concerns as quickly as possible;
- ensure that it reviews, monitors and evaluates the effectiveness of inclusive practices.

All Staff

It is the responsibility of all staff to:

- positively model inclusive behaviour;
- actively challenge any forms of discrimination, victimisation, harassment, bullying or favouritism;
- promote an inclusive curriculum and equality of access to this curriculum;

- identify and challenge bias or stereotyping within the school's curriculum or culture;
- commit to broadening their knowledge, confidence and inclusive behaviour by attending relevant training and accessing information from appropriate sources.

The School Board and the Senior Leadership Team are responsible for ensuring that the International Montessori School of Albania (IMSA) operates within legal frameworks and for implementing this policy throughout the school.

The School Board

It is the School Board's responsibility, delegated to the Regional Head of Schools, to:

- ensure the school complies with its equality obligations;
- ensure the school's policies and procedures are monitored in light of this policy and the school's wider equality obligations;
- be involved, together with the Head of School, in dealing with serious breaches of this policy.

The Head of School

It is the Head of School's responsibility to:

- ensure effective implementation of this policy and its procedures;
- ensure that all staff are sufficiently aware and trained about equality and diversity;
- ensure that staff act as role models of inclusive and equitable behaviour and practice;
- have procedures in place to deal effectively with reported incidents of discrimination, victimisation or harassment;
- actively challenge and take appropriate action in any case of discriminatory practice within the school, be it by staff, students, parents or visitors;
- ensure that all visitors and contractors are aware of, and comply with, this policy.

Concerns

At International Montessori School of Albania (IMSA), we recognise that discrimination or favouritism may occur, whether it was intentional.

Some individuals may be unwilling to make a complaint regarding equality or discrimination for a variety of reasons, including:

- fear that others will consider that behaviour trivial;
- fear of retaliation and/or public humiliation;
- fear that the complaint will not be taken seriously.

However, it is important that all students, staff or parents should feel able to raise concerns without fear, and in the knowledge that their complaint will be taken seriously. Concerns will receive prompt attention and will be properly investigated.

Harassment and bullying in all their forms are unacceptable and will be dealt with in accordance with the school's Behaviour and Anti-Bullying policies.

It may sometimes be possible for a person affected by the behaviour of another to simply make it clear that the behaviour is unwelcome and/or ask the harasser to stop. If such an approach is not possible or appropriate, any student or employee affected by such behaviour should raise the matter at any time with their teacher, line manager or the Academic Director. The school will provide a supportive environment for anyone who makes a claim of discrimination and/or harassment.

Any student who is found to harass another student on the grounds of any personal characteristic will be subject to the school's disciplinary measures in accordance with the Behaviour Policy.

Any member of staff who is found to harass a colleague or student on the grounds of any personal characteristic will be subject to the school's disciplinary measures in accordance with the Staff Code of Conduct and Staff Disciplinary Policy.

If parents feel this policy has been breached, they should raise the issue as set out in the school's Concerns & Complaints Policy.

All breaches of the policy will be rigorously followed using the appropriate procedures and reported to the Regional Head of Schools representing the School Board.

Monitoring and Review

This policy is monitored on an ongoing basis to evaluate its effectiveness and ensure appropriate steps can be taken to eliminate inequality and discrimination. This policy is reviewed on an annual basis to ensure the aims of the policy are carried out in accordance with the school's equality obligations.