



School of the Arts

Equality, Diversity and Inclusion update

Introduction

Dear Colleagues, Welcome to our first SotA EDI Newsletter of 2024.

This newsletter will update on a new report from Philosophy, a reminder of the university family friendly policies with a highlight on Keeping in Touch Days and the adding of an email disclaimer to promote work/life balance.

Keeping In Touch (KIT) Days

Every Every member of staff taking Maternity Leave, Shared Parental Leave, and Adoption or Surrogacy Leave is entitled to up to ten Keeping in Touch (also known as SPLIT) days. These allow staff to attend work, meetings or conferences and can be helpful in staying connected to the workplace and planning the return to work.

The Universities Children's Centre are able to provide childcare during employees Keeping in Touch Days.

Key Points

- **You are entitled to a maximum of ten Keeping in Touch days**
- **Keeping in Touch days must be agreed in advance with your manager**
- **Keeping in Touch Days must be at your request and can not be requested by your manager**
- **You will receive time off in lieu or payment for days worked without affecting your leave.**

For more information see [here](#)

Email disclaimer for flexible working

As part of our Athena SWAN Action Plan, we are committed to support flexible or hybrid working patterns in the school to promote work/life balance. We would like to encourage staff to include the flexible working disclaimer in their email signatures.

This simple addition helps to communicate our support for flexible work arrangements and ensures that our colleagues, clients, and partners are aware of our commitment to work-life balance. Your cooperation in implementing this small but impactful change is highly appreciated.

The suggested disclaimer is:

'At SOTA, we work flexibly to support colleagues have a healthy work/life balance. I am emailing you now as it works for me. I respect your working arrangements may be different so please respond when convenient for you'

However, it is entirely up to you if you'd like to use it in your signature area or adapt it in whatever way you see fit. It may ease colleagues' stress if emails were sent in unusual hours

Scoping Strategies for the race attainment gap in philosophy

In our March 2023 newsletter we highlighted a project that the Philosophy department were undertaking to draw up a list of interventions that have been undertaken by other Philosophy departments, both within the UK and internationally, as an account of best practice within the discipline. You can now read the report on our [EDI website](#). Something the report highlighted is the need for faculties to publish findings and full reports so it will be an aim for our EDI committee to start creating such evidence.

University Family Friendly Policies

The University has a number of family friendly policies in place to support staff in balancing work demands with family needs

[Adoption and Surrogacy Leave Policy](#)

[Keeping in Touch Days](#)

[Fertility Treatment Support](#)

[Maternity Guidance](#)

[Flexible Working Policy](#)

[Maternity Leave Policy](#)

[Paternity Leave Policy](#)

[Carer Support](#)

[Fostering Leave Policy](#)

[Shared Parental Leave Policy](#)

[Family Friendly Advisers](#)

[Special Leave Policy](#)

[Parental Leave Policy](#)

[SotA EDI Website](#)

General EDI queries – sotaedi@liverpool.ac.uk