



Equality and Diversity Policy

Originator: Jude Macdonald

Date: September 2020



Contents

1. POLICY	3
2. RESPONSIBILITY FOR IMPLEMENTATION	3
3. RESPONSIBILITY AND LIABILITY	4
4. RELATED POLICIES.....	4
5. MONITORING AND EVALUATION	4
6. DISCRIMINATION	4
7. RECRUITMENT AND SELECTION.....	5
8. TRAINING	5
9. DISABILITY	5
10. EMPLOYMENT	6
11. COMPLAINTS.....	6

1. POLICY

- 1.1 Within this policy 'we' and 'us' means the School.
- 1.2 We are committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy we will:
- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, religion or belief, age, gender, gender reassignment, marital status or civil partnership, sexual orientation, disability, pregnancy or maternity, sex or any other inappropriate distinction;
 - promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
 - promote and sustain an inclusive and supportive study and work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group;
 - treat part-time staff fairly and equally;
 - challenge inequality and less favourable treatment wherever practicable;
 - promote an environment free of harassment and bullying on any grounds in relation to all staff.

2. RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 The School has responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice. The Senior Leader with responsibility for equalities issues will oversee the implementation of this policy.
- 2.2 The Resources Committee is responsible for monitoring the implementation of all equal opportunities policies and procedures, and reporting on the progress made in achieving equalities targets to the full governing body. The Headteacher has overall delegated responsibility for co-ordinating the day-to-day operation of the policies and procedures with the Senior Leadership Team.

3. RESPONSIBILITY AND LIABILITY

- 3.1 All members of staff remain personally responsible for ensuring that they act within the law.
- 3.2 The Senior Leadership Team are responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly.
- 3.3 In certain circumstances we could be vicariously liable for actions carried out by staff purportedly in our name.
- 3.4 Any member of staff may be personally liable if, whilst on School business and despite guidance and training from us, they behave illegally.

4. RELATED POLICIES

- 4.1. All School policies and procedures comply with the Equality and Diversity Policy.
- 4.2. Equality and diversity awareness will be built into all of our planning and review processes.
- 4.3. All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff, students and Trade Union representatives.

5. MONITORING AND EVALUATION

We will monitor the implementation of the policy and all associated equality action plans.

6. DISCRIMINATION

- 6.1. We do not discriminate against staff on the basis of any protected characteristics (Equality Act 2010 protected characteristics).
- 6.2. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

7. RECRUITMENT AND SELECTION

- 7.1. Recruitment and selection procedures will be reviewed and updated in light of emerging equalities legislation, and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed.
- 7.2. Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 7.3. Confirmation of right to work in the UK will be sought from all employees and potential employees.

8. TRAINING

All employees and Governors undertaking recruitment and selection will be trained in equality issues. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

9. DISABILITY

- 9.1. If you are disabled or become disabled, we encourage staff to tell us about your condition so that we can support you as appropriate.
- 9.2. If you experience difficulties at work because of your disability, you should speak to your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty.
- 9.3. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

- 9.4. We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff and service users.

10. EMPLOYMENT

- 10.1. All staff policies will be applied without discrimination. We will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action. We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 10.2. We monitor the conditions of service of part-time employees and their progression, to ensure that they are being offered appropriate access to benefits and training and promotion opportunities.

11. COMPLAINTS

Any member of staff may pursue a grievance relating to their employment via the School Grievance Policy. Staff who experience bullying or harassment should follow the procedure outlined in the Grievance Policy.