

## EQUAL OPPORTUNITIES POLICY

### Legal Status:

- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001

### Applies to:

- Whole school

### Related documents:

- Employment Manual
- Equality and Diversity Policy and Procedures
- Safeguarding Children - Child protection
- E-Safety
- First Aid
- Health, Safety and Welfare Policy and Procedures
- Risk Assessment
- Prudence Policy
- Staff Manual
- Safer Recruitment

### Available from:

- The school office

### Monitoring and Review:

- To be continuously monitored and reviewed by no later than September 2019.

Signed: *C.Redgrave*

Date: September 2019

Proprietor and Headteacher

## **EQUAL OPPORTUNITIES POLICY**

**This policy does not form part of your contract of employment.**

### **School's position**

Eastcourt Independent School is an equal opportunities employer.

Eastcourt Independent School has set out its commitment to equal opportunities in this policy statement, and it will continue to do all it can to ensure that all members of the school community are treated fairly and with equality.

We welcome all applicants to join the school, whatever the background or physical disability of a child. We also seek to ensure that people with disabilities are not discriminated against when applying for jobs at our school. We take all reasonable steps to ensure that the school environment gives access to people with disabilities. We ensure that no child is discriminated against whilst in our school on account of their sex, disability, religion or race.

In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislative codes of practice, the School is committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of age, race, colour, nationality, ethnic origin, sex, married status, sexual orientation and disability

All applicants will be considered solely on their ability to do the job and interviews will not be of a discriminatory nature.

Disability will not of itself justify the non-recruitment of an applicant for a position at the School. Reasonable adjustments will be made to the application procedures to ensure that applicants are not disadvantaged by their disability. Likewise, consideration will be given to making reasonable adjustments to counteract any disadvantage arising from disability in securing employment, continuing in employment or gaining promotion.

The school supports the principles of equal opportunities, fairness and justice, and opposes discrimination on the basis of sex, marital status, race, disability, nationality, colour, ethnic or national origins, sexual orientation, age and religious belief. We celebrate the cultural diversity of our community and show respect for all minority groups. We are aware that prejudice and stereotyping is caused by low self-image and ignorance. Through positive educational experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.

The school takes every possible step to ensure that employees are treated equally and fairly in respect of these matters, be they staff or pupil, and the school challenges stereotyping and prejudice whenever it occurs. All pupils have equal access to the full range of educational opportunities provided by the school, and we are always striving to remove all forms of indirect discrimination that may form barriers to learning. All policies and practices conform to the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline and dismissal, and redundancy.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees and employees are made aware through this policy that the School will act in accordance with all statutory requirements and take into account any codes of practice.

### **Anti-Racism**

It is the right of all pupils to receive the best education the school can provide, with access to all educational activities organised by the school. We do not tolerate any forms of racism or racist behaviour. Should a racist incident occur, we will act immediately to prevent any repetition of the incident.

We endeavour to make our school welcoming to all minority groups. We promote an understanding of different cultures through the topics studied by the children, and we reflect this in the displays of work shown around the school.

Our curriculum reflects the attitudes, values and respect that we have for minority ethnic groups. Should anyone at our school be a victim of racism, we will do all we can to support that person in overcoming any difficulties they may have.

Special leave for religious reasons is not unreasonably refused by the school. Applications for such leave should be made in writing to the Headteacher, giving at least a month's notice. Any special leave granted is treated as unpaid leave.

### **Unwanted behaviour**

If you feel that you have been discriminated against, harassed or victimised in breach of the principle of equal opportunities set out above, you are entitled to complain using the procedures set out below.

### **Definitions**

**Discrimination:** treating one person less favourably than another on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity.

**Harassment:** any unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It can be persistent or isolated and includes behaviour which induces anger, stress, anxiety, fear or sickness on the part of the person being harassed. It can be physical, verbal, direct or indirect and can include gestures, intimidation, unwelcome remarks, suggestions, propositions, malicious gossip, jokes and banter. In addition, non-verbal harassment can include offensive literature, pictures, graffiti, isolation or non-co-operation and unwelcome physical conduct. The school will not tolerate any form of harassment or bullying; such behaviour is totally unacceptable and the school looks to support any employee who is suffering from harassment. The school strives to provide a neutral working environment in which no-one feels threatened or intimidated.

**Victimisation:** treating one person less favourably than another on the grounds that that he or she has brought discrimination proceedings, given evidence or information regarding discrimination proceedings or alleged discrimination or because he or she intends to do any of these acts.

### **Informal resolution**

**Stage 1:** You should speak or write to the individual concerned informing him or her that their behaviour is unwelcome.

**Stage 2:** If the unwanted behaviour continues, you should ask the Headteacher to speak to the person concerned. If the person concerned is the Headteacher, you should ask the Deputy Head or a member of SLT to speak to the Headteacher.

**Stage 3:** If the unwanted behaviour continues, you should keep a record of any relevant incidents and consider taking formal action as set out below.

### **Formal procedure**

**Formal Notification:** If you feel that the informal procedure has not stopped the unwanted behaviour or that the behaviour is too serious to be resolved by using that procedure, you should follow the formal stages of the School's Grievance Procedure. You are entitled to appeal against any decision in accordance with the Grievance Procedure. Under the Grievance Procedure, any grievance is investigated thoroughly by an impartial member of management. Where possible, the member of staff complaining of harassment or discrimination is kept anonymous. Any mischievous, vexatious or malicious claims of harassment of any nature are regarded as gross misconduct.

### **The Role of the Headteacher**

It is the Headteacher's role to implement the school's equal opportunities and anti-racist policy. It is the Headteacher's role to ensure that all staff are aware of the school policy on equal opportunities, and that teachers apply these guidelines fairly in all situations. The Headteacher ensures that all recruitment and selection processes give due regard to this policy, so that no-one is discriminated against when it comes to employment or training opportunities. The Headteacher promotes the principle of equal opportunity when developing the curriculum, and promotes respect for other people in all aspects of school life, for example, in assembly, where respect for other people is a regular theme, and in displays shown around the school.

The Headteacher treats all incidents of unfair treatment and any racist incidents with due seriousness.

### **The Role of the Teacher**

The teacher ensures that all pupils are treated fairly, equally and with respect. We do not discriminate against any child.

When selecting classroom material, teacher's pay due regard to the sensitivities of all members of the class and do not provide material that is racist or sexist in nature. Teachers strive to provide material that gives positive images of ethnic minorities and that challenges stereotypical images of minority groups.

When designing schemes of work, we use this policy to guide us, both in our choice of topics to study, and in how to approach sensitive issues. So, for example, history topics in our school include examples of the significant contributions women have made to developments in this country's history.

All our teachers challenge any incidents of prejudice or racism. We record any serious incidents on the School Behaviour Log, and draw them to the attention of the Headteacher.

### **Grievances following termination of your employment**

**Procedure:** If you wish to raise a grievance in writing following the termination of your employment, you should follow the relevant provisions of the School's Grievance Procedure

### **Monitoring and Review**

It is the responsibility of the Headteacher to monitor the effectiveness of this Equal Opportunities policy. The Headteacher monitors the staff appointment process, so that no-one applying for a post at this school is discriminated against and takes any complaints regarding equal opportunity issues from parents/guardians, staff or pupils into serious consideration.