



The Eaglewood School
(7-16 Academy)
"Raising Aspiration"

Equal Opportunities and Diversity
(Employee) Policy

POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	Equality & Diversity(Employee) Policy - 2018/19
Author:	Mr N M Himmel – Principal
Persons/Committees etc consulted whilst document in draft:	Local Governing Body
Date agreed:	<i>September 2016</i>
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	The Gryphon Trust
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Principal Target Audience:	All Commissioning Schools; Prospective parents; Local Authorities

Amendments Summary:

Amend. No.	Issued	Page	Subject

Policy Review

This policy will be reviewed at least **3 yearly and as changes in legislation demand**. Any amendments to the policy for the following September admissions will be published on the school's website by the end of the preceding September. The policy will remain on the website throughout the school year.

EQUALITY & DIVERSITY (EMPLOYEE) POLICY

1.0 Introduction

- 1.1 The Gryphon Trust and The Eaglewood School is committed to providing and promoting equal opportunities in employment and learning and to avoiding unlawful discrimination. We believe that celebration of a diverse community of learning is an intrinsic element in achieving successful outcomes for all of our staff (and learners).
- 1.2 Compliance with this policy should ensure that employees do not commit unlawful acts of discrimination.
- 1.3 Striving to ensure that the school environment is free of harassment and bullying and that everyone is treated with dignity and respect is a key aspect of promoting equal opportunities at The Eaglewood School.

2.0) Scope

- 2.1 This policy applies to everyone who becomes or seeks to become a member of The Eaglewood community whether as a member of staff (permanent or temporary), applicants for employment, volunteers, contractors or other stakeholders. This policy applies to all school activities.
- 2.2 The school aims to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief, ethnic or national origin, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership or social class.

3.0 Purpose

- 3.1 The purpose of this policy is to make clear the expectations of The Eaglewood School in promoting equality and celebrating diversity to ensure a consistently high quality and pro-active approach to fulfilling our responsibilities.
- 3.2 All staff are required to abide by this policy and actions and words that are contrary to either the word or the spirit of this policy will be robustly challenged through appropriate disciplinary measures.

4.0 Legal Requirements

- 4.1 This Equality and Diversity policy is based on the Equality Act 2010, which defines the protected characteristics as:
 - Age
 - Disability
 - Gender
 - Race
 - Religion and belief
 - Sexual Orientation

- Gender Reassignment
- Pregnancy and maternity
- Marriage & Civil Partnerships

4.2 Whilst all nine characteristics apply in the employment duties of the Act, the characteristic of marriage and civil partnerships is not included in the education duties of the Act. It is unlawful to either directly or indirectly discriminate against a person on these grounds.

4.3 Other aspects of a person's identity, background or circumstances can cause them to experience discrimination, for example a person's socio-economic status, class, background, appearance or alternative lifestyle. The Eaglewood School is committed to advancing equality and eliminating discrimination on these and other grounds.

5.0 Marketing and Recruitment

5.1 The Eaglewood School marketing and publicity material, recruitment and referral procedures will focus on the individual needs of students.

5.2 Marketing and publicity material will assure all types of applicant that they will be welcomed at the school. The school will identify particular groups that are under-represented on the school's staff and implement strategies to promote equality.

5.2 All advertising for staff vacancies will include a statement on the School's Equality and Diversity Policy. All recruitment procedures, promotions, transfers and training for staff will be carried out in strict accordance with this policy and current legislation.

6.0 Equal opportunities in employment

6.1 The Eaglewood School will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, and opportunities for training, pay and benefits, discipline and selection for redundancy.

6.2 Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

6.3 The Eaglewood School will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the organisation considers it has

good reasons, unrelated to any protected characteristic, for doing so. The school will comply with its obligations in relation to statutory requests for contract variations. The school will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

- 6.4 The school will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

7.0) Customers, suppliers and other people not employed by the school

- 7.1) The Eaglewood School will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the school.
- 7.2) Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

8.0) Training

- 8.1) The school will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision-making where equal opportunities issues are likely to arise.
- 8.2) The school will provide training to all existing and new employees and others engaged to work at the school. The school will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

9.0) Responsibilities

- 9.1) The Governing Body designates the Principal as having overall responsibility for equality issues at The Eaglewood School.
- 9.2) Governors are responsible for ensuring that:
- A link Governor is appointed who works with the Senior Leadership Team to champion Equality and Diversity.
 - The governors themselves are aware of the Governing Body's statutory responsibilities in relation to equality legislation as an employer and service provider.
 - The membership of the Governing Body strives to reflect the diversity of the communities served by the school.
 - The Governing Body responds to monitoring information on staff, students and applicants and agree a course of action.
- 9.3) The Senior Leadership Team is responsible for ensuring that:
- They are aware of the school's statutory duties in relation to equality and diversity legislation.

- All policies, procedures are equality impact analysed.
- Procedures for challenging all forms of discrimination, harassment, victimisation and unacceptable behaviour are widely promoted.
- A positive, inclusive ethos is created encouraging feedback.
- Members of staff understand the significance of equality and diversity and know how to incorporate them into their work.

9.4) Managers and staff are responsible for ensuring that:

- They are aware of the school's statutory duties and policies and procedures are implemented with regard to equality and diversity issues.
- They challenge inappropriate behaviour by students, staff, partner contractors, work placement providers and other contractors.
- Staff induction, continuous professional development and performance management reflect the school's commitment to equality of opportunity.
- They participate in and promote appropriate equality and diversity training.
- They uphold and engage with the School policy on equality and diversity.

9.5) Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the school's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

10.0) Grievances

10.1) Staff who consider that they may have been unlawfully discriminated against, may use the school's grievance procedure to make a complaint.

10.2) The school will take any complaint seriously and will seek to resolve any grievance that it upholds. Staff will not be penalised for raising a grievance, even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

10.3) Use of the school's grievance procedure does not affect a member of staff's right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

11.0) Procedures

11.1) It is the responsibility of all members of the school community to ensure that the Equality and Diversity Policy is fully implemented, and that action is taken in instances of a breach of the Policy.

11.2) All allegations of a breach of the Equality and Diversity Policy must be reported to the Principal or a member of the Senior Leadership Team.

11.3) In all cases, the Principal or designated member of the Senior Leadership Team will investigate the allegation to ascertain the facts and will attempt to resolve

minor issues through reconciliation including verbal or written apology to the victim. A written record of the incident/allegation will be kept.

- 11.4) Where it appears to the designated member of SLT that there has been a serious breach of the Equality and Diversity Policy or where a minor issue is unresolved, the matter must be referred to the Principal, who will consider appropriate action under the staff disciplinary procedure and if appropriate refer the matter to the police. The advice of the school's HR Adviser should also be sought.
- 11.5) In carrying through these guidelines, all staff must take great care to ensure that they deal with the effects the incidents have on all those concerned; that they provide support to those wronged; and all those wronged are not disadvantaged.

12) Monitoring and Review

- 12.1) This policy will be monitored periodically by the School to judge its effectiveness and will be updated in accordance with changes in the law.
- 12.2) Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.