



## **Equal Opportunities Policy**

Version: 2.0

Date Released: May 2017

# Equal Opportunities Policy

## Purpose

In line with both the Equality Act of 2010 and Disability Discrimination Act (DDA) the school aims to develop a learning environment in which staff and students, irrespective of gender, ethnic background, disability, religion, sexual orientation, gender reassignment or social origins have equal opportunities to develop their potential. The school also aims to encourage positive, unprejudiced attitudes towards other people.

We believe that a strong community is built upon individuals working together with mutual respect and understanding. We celebrate our differences as unique and equally valuable individuals, and our similarities as members of the human race.

## General

1. Stereotyping of any kind is totally unacceptable in school.
2. Racist/sexist/class discriminatory literature should not be used in school.
3. Equal opportunities should be clearly reflected in the work and actions of the school in the community.
4. Every student, parent; member of staff and visitor is equally valued in our school.

## Race

Racism is a particularly virulent form of prejudice. Racism can be combated:

1. Names should be pronounced correctly.
2. Attention should be paid to spelling names correctly at all times.
3. Literature in school should include names from a wide variety of cultures.
4. Racist language must be categorically rejected.
5. Racial stereotypes should never be used or allowed. Those in classical literature must be made explicit to students and contextualised.
6. Bi-lingualism should be seen as an asset, students should feel free to use their home-language as and when they need to.
7. Bi-lingual students and parents must be allowed to nominate an interpreter when necessary.

8. Lack of fluency in the English language should not be used as an indication of academic potential.

9. All racial incidents are to be referred to the Senior Leadership Team who will log the incident with KCC and take appropriate action.

## **Sex**

1. No student should be excluded from receiving the curriculum on the basis of his or her sex or gender reassignment.

2. Pregnant students will be allowed full access to the curriculum and will not be discriminated against in any way.

3. No privileges must be reserved for students and staff on the basis of their sex.

## **Class**

1. Assumptions should not be made about students' home circumstances or potential based on social class.

2. Students must be allowed to talk in their natural dialect when they wish to.

## **Staff**

The Governing Body has lead responsibility for achieving the aims of the policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice.

1. Elms School is an equal opportunities employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. All Staff have personal responsibility for the implementation of the policy and the co-operation of all employees is essential. Behaviour or action against the aims on which this policy is based, will be considered a serious disciplinary matter.

2. The school will not unlawfully (directly or indirectly) discriminate against anyone on the grounds of sex/gender, gender recognition or sexual orientation (have regard to gender reassignment regulation which prevent discrimination against transsexual people in employment and vocational training), marital status, race, ethnic origin, colour, creed, culture, nationality, religion/belief, age or disability, in any matters to do with employment.

3. The Governing Body value, celebrate and learn from the cultural diversity of its staff.

4. The policy applies to the advertisement of jobs, recruitment and appointment of staff, training and conditions of work, pay and every other aspect of employment. The policy also applies equally to the treatment of our customers/clients and /or parents.

5. Any member of staff may use the grievance procedure to complain about discriminatory conduct.

6. Any employee who harasses any other employee, student or parent on the grounds of any of the above will be subject to the school's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and as such, may result in the summary dismissal of the employee.

7. The school will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees achieve the full potential.

8. The school wishes to achieve an ability based workforce which is in line with the working population mix or the relevant labour market.

### **Positive Action:**

- Recruitment to all jobs should be strictly on merit.
- Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.
- Efforts will be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service for all staff.

### **Vacancy Advertising:**

- The Governing Body shall put in place arrangements to determine which vacancies must be advertised both internally and/or externally. All vacancy adverts will consider equal opportunities.

### **Selection and Recruitment:**

- Selection criteria, including job descriptions and post holder specifications, should be kept under review to ensure that they are justifiable on non-discriminatory grounds as very essential for the effective performance of the job.
- More than one person will be involved in the short listing and selection interview.
- Reasons for selection and rejection of applicants for vacancies must be recorded.
- The schools recruitment policy will be adhered to.

## UPDATE SCHEDULE

Version	Date	Reason for Update
1.0		First Version of the Policy
1.01	03/10/2005	General grammatical, type and job title changes
1.02	05/08/2009	Policy reviewed and minor changes
2.00	08/05/2017	Change of Name and review