



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

Content

Section	Content	Page
	Policy Statement	1
1	Introduction	2
2	Definitions	2
3	Responsibilities	2
4	Discrimination	3
5	Recruitment and Selection	3
6	Training and Promotion and Conditions of Service	4
7	Termination of Employment	4
8	Disabilities	5
9	Part-time and Fixed-term Work	5
10	Breaches of this Policy	5
11	Monitoring	5
12	Related Policies	6

Policy Statement

Background	As part of our on-going commitment to promoting equality and valuing diversity, St George's Academy is committed to eliminating discrimination against any individual on the grounds of the nine protected characteristics defined by the Equality Act 2010 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
Statement	St George's Academy recognises that everyone has different needs in the workplace and that certain individuals / groups of individuals can experience unfair and unequal outcomes. This policy states our commitment to overcoming these and describes the way in which the Academy is committed to meet the requirements of the Equality Act 2010.
Responsibilities	<p>The Finance and General Purposes Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including review of this policy, has been delegated to the HR Manager.</p> <p>All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Academy aims and objectives with regard to equal opportunities.</p> <p>All staff have a duty to act in accordance with this policy and treat colleagues and students with dignity at all times, regardless of their status.</p>
Target Audience	This policy covers all staff, volunteers or other workers who provide services to the Academy in any capacity including self-employed consultants or contractors who provide services on a personal basis and agency workers. For a policy in relation to students and parents/carers please consider the Equal Opportunities and Diversity Policy for Students and parents/carers.
Training	Advice and guidance in relation to application of this policy is available via the HR Manager. Recruiting managers will be given appropriate training on equal opportunities recruitment and selection best practice.
Dissemination	Website. X Drive. A hard copy is available from the HR Office.



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

1. Introduction

1.1 St George's academy is committed to promoting equality and valuing diversity. The Academy will adhere to the requirements of the Equality Act 2010 by not discriminating against students, staff, volunteers, anyone involved in external agencies the organisation may be working with or any job applicants. All individuals will receive equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation ("Protected Characteristics").

1.2 This policy sets out the Academy's approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with the Academy, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

1.3 This policy does not form part of any employee's contract of employment and The Trust may amend it at any time.

2. Definitions

2.1 Equal opportunities - emphasises the structures, systems and measures of groups within society and within organisations. Equality of opportunity is about addressing representation and balance.

2.2 Equality - is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is backed by legislation designed to address unfair discrimination based on membership of a particular group.

2.3 Diversity - is about the recognition and valuing of difference in the broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness difference for the benefit of the organisation and individuals.

3. Responsibilities

3.1 The Academy has a responsibility to promote good relationships and mutual respect. It is expected that every person in the organisation will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary
- All visitors to the Academy
- All students at the Academy

3.2 All staff have a duty to act in accordance with this policy and treat colleagues and students with dignity at all times, regardless of their status.

3.3 In addition, the Academy will:

- Ensure that the services it provides are accessible to all and endeavour to positively encourage and support people from disadvantaged groups.
- Supply reasonable specialist aids and facilities to enable disabled people.
- Monitor any issues that arise within the Academy and take appropriate action, fully supporting any person in the Academy who is faced with prejudice or discrimination.



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

- Undertake an annual evaluation process to ensure that the policy is clear and in keeping with current legislation.
- Treat seriously any breaches of the policy regarding such breach as potential gross misconduct which may lead to disciplinary proceedings.

4. Discrimination

4.1 Employees must not unlawfully discriminate against or harass other people including current and former employees, students, parents, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

4.2 The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or sexual orientation
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time could adversely affect women because they generally have greater childcare commitments than men do. Such a requirement would be discriminatory unless it can be justified
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability

5. Recruitment and Selection

5.1 All Academy employees will abide by the Equality Act 2010 in the appointment and promotion of staff.

5.2 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person. The HR Manager will also support this process where required. The Academy recruitment procedures are reviewed on a regular basis to ensure that individuals are treated on the basis of their relevant merits and abilities.

5.3 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying. They will include a short policy statement on equal opportunities and a copy of this policy will be made available on request. The Academy will take steps to ensure that all advertisements abide by the Equality Act 2010, this will include approval via the HR Manager and the Principal prior to advertisement.

5.4 The Academy will take steps to ensure that all vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Academy. Where



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

appropriate, the HR Manager may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for example, where the job can only be done by a woman.

5.5 Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

5.6 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the HR Manager. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit disabled persons
- Equal opportunities monitoring (which will not form part of the selection or decision-making process)

5.7 Where necessary, job offers can be made conditional on a satisfactory medical check.

5.8 The Academy is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Office.

5.9 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged within the Academy, the HR Office will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information will be removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data will support the Academy in its aims to take appropriate steps to avoid discrimination and improve equality and diversity. Where provided this information will also be included as part of the annual School Workforce Census return.

6. Training and Promotion and Conditions of Service

6.1 Training needs will be identified through regular appraisals. All employees will be given appropriate access to training to enable them to progress within the Academy and all promotion decisions will be made on the basis of merit.

6.2 The Academy conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all staff members who should have access to them and that there are no unlawful obstacles to accessing them.

7. Termination of Employment

7.1 The Academy will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

7.2 The Academy will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8. Disabilities

8.1 If an employee is disabled or becomes disabled, the Academy encourages them to speak to the HR Manager about their condition to ensure that appropriate support can be considered and where practicable/reasonable, put in place.

8.2 If an employee experiences difficulties at work because of their disability, the employee can contact their line manager or the HR Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Academy will consider the matter carefully and try to accommodate the employee's need within reason, if the Academy considers a particular adjustment would not be reasonable, the Academy will explain the reasons and seek ways to find an alternate solution where possible.

8.3 The Academy will monitor the physical features of the School premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, the Academy will take reasonable steps to improve access.

9. Part-time and Fixed-term Work

9.1 Part-time and fixed term staff members should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

10. Breaches of this Policy

10.1 The Academy takes a strict approach to breaches of this policy. Staff breaches will be dealt with in accordance with the Academy Your Behaviour Makes a Difference Disciplinary Policy and Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

10.2 Should an employee believe that they have suffered discrimination, they should raise the matter through the Academy Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

10.3 There must be no victimisation or retaliation against staff members who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

11. Monitoring

11.1 The Academy will regularly monitor and evaluate the Academy practices and assess the impact of other Academy policies upon equal opportunities. In the light of those evaluations, the Academy will seek to improve further its practices in the delivery of the above objectives.



ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

12. Related Policies

12.1 This policy is supported by the following other policies and procedures:

- Equal Opportunities for Students, Parents/Carers
- Grievance Policy and Procedure
- Your Behaviour Makes a Difference Disciplinary Policy and Procedure
- Flexible Working Procedure
- Family Leave Policy
- Your Attendance Makes a Difference Policy
- Anti-Bullying Policy
- Behaviour Policy
- Exclusion Policy
- Complaints Policy

Policy Developed by: Rachel Madge, HR Manager

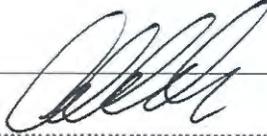
Date Adopted: February 2020

Reviewing Committee: Finance and General

Frequency of Review: 2 Years

Date last reviewed: February 2020

To be reviewed by: February 2022

Name G. Arnold Signature 

Committee: Chair of Governors