



St George's Academy
"Aiming high to achieve excellence for all"

Promoting Equality and Valuing Diversity Policy

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Promoting Equality and Valuing Diversity Policy

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Promoting Equality and Valuing Diversity Policy 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, gender reassignment, sexual orientation, religion & belief, civil partnership/marriage, pregnancy/maternity and race.
Statement	St George's Academy recognises that everyone has different needs in relation to Education, and that in both the workplace and as students, certain individuals / groups of individuals can experience unfair and unequal outcomes and this policy states our commitment to overcoming these.
Responsibilities	<p>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:</p> <ul style="list-style-type: none"> • All staff whether paid or voluntary • All visitors to St George's Academy • All students at St George's Academy <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. Similarly, all students have a duty to act in accordance with this policy and treat fellow pupils and staff with dignity at all times, regardless of their status.</p> <p>In addition, St George's Academy will:</p> <ul style="list-style-type: none"> • ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups • supply specialist aids and facilities to enable disabled people • monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination • undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to • treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings
Target Audience	The policy will be applied to all staff with a contract of employment and students and including any temporary staff, contractors, volunteers, casual workers and agency workers working in the school.
Training	Training will be available to all employees. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The HR Manager has overall responsibility for equal opportunities training
Dissemination	Website. A hard copy is available from the Human Resources Department.

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, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("**Protected Characteristics**").
- 1.2 In addition, there will be no discrimination against students due to the behaviour of their parents and/or siblings.
- 1.1 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.
- 1.2 This policy applies to all staff with a contract of employment and students and including any temporary staff, contractors, volunteers, casual workers and agency working in the school.

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. WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1 The Finance and Governors 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 regular review of this policy, has been delegated to the HR Manager.
- 3.2 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. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The HR Manager has overall responsibility for equal opportunities training.
- 3.3 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
- 3.4 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. Similarly, all students have a duty to act in accordance with this policy and treat fellow pupils and staff with dignity at all times, regardless of their status.
- 3.5 In addition, the Academy will:
- ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups.
 - supply 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 organisation who is faced with prejudice or discrimination.
 - undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to.
 - treat seriously any breaches of the policy, regarding them as 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:
- 4.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- 4.2.2 **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 would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- 4.2.3 **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.
- 4.2.4 **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 may 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 should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.
- 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 our organisation. Where 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. The advertisement should specify the exemption that applies.
- 5.5 Job applicants should 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:
 - 5.6.1 Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - 5.6.2 Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - 5.6.3 Positive action to recruit disabled persons.
 - 5.6.4 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 should 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 Human Resources 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.

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 organisation and all promotion decisions will be made on the basis of merit.
- 6.2 Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.
- 6.3 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.
- 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

- 9.1 Employees who are disabled or become disabled, the Academy encourages them to explain their condition in order for the appropriate support to be put in place.
- 9.2 Should an employee experience difficulties at work because of a disability, they are encouraged to discuss this with their line manager or the HR Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Academy may wish to consult with the employee and their medical adviser about possible adjustments. The Academy may also wish to refer an employee to Occupational Health. The Academy will consider the matter carefully and try to accommodate an employee's needs within reason. Should it be considered that a particular adjustment would not be reasonable, the employee will be provided with an explanation of the reasons for this and the Academy will work with the employee to try to find an alternative solution where possible.

- 8.1 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

- 10.1 Part-time and temporary 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 will have the entitlement to 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.
- 10.4 Student breaches of this policy, will be dealt with in accordance with the Student Behaviour and Exclusion Policies. Serious cases of deliberate discrimination may lead to involvement of parents and result in exclusion.
- 10.5 Should a student believe that they have suffered discrimination, they will have the entitlement to raise the matter through the Academy Complaints Policy. Complaints will be treated in confidence and investigated as appropriate.

11. MONITORING

- 11.1 The HR Office will regularly monitor and evaluate the Academy practices and assess the impact of other Academy policies upon Equal Opportunities. The HR Manager will share the findings of any evaluation with the F&G Committee. In the light of those evaluations, the Academy will seek to improve further its practices in the delivery of the above objectives.

12. RELATED POLICIES

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

Grievance Policy and Procedure.
Your Behaviour Makes a Difference Disciplinary Policy and Procedure.
Bullying and Harassment Policy.
Flexible Working Procedure.
Family Leave Policy.
Your Attendance Makes a Difference Policy.
Anti-Bullying Policy.
Behaviour Policy.
Exclusion Policy.
Complaints Policy.