



Equality and Diversity Guidelines

Date of approval by Governors: February 2016

Next review date: February 2020

Executive Summary

- These guidelines are taken from the Local Authority guidelines on equality and diversity
- This is a new policy for ratification by governors

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1. Statement

Our guidelines help to promote social inclusion, service improvement, employment opportunities, and equality and diversity.

We are committed to promoting equality of opportunity and respect for the diversity of everyone: in relation to the services we provide, our employment practices and arrangements we enter into with our partners.

We are committed to eliminating discrimination based on race, gender, sexual orientation, disability, caring responsibilities, gender re-assignment, age, social class, religion and belief.

This means we will review all our policies, procedures and activities to make sure all people can access our services and employment opportunities.

We believe that this policy provides a real opportunity to build on our existing work on equalities in a way which will ensure that we deliver against the duty placed on us to promote good race relations, celebrate diversity and equality of opportunity and community cohesion.

2. Introduction

These guidelines provide a framework for developing equality within service delivery and employment. The policy seeks to ensure compliance with relevant legislation. The school engage with staff, students, local residents and other partners within the community to ensure our policy is reaching our diverse communities in an effort to address all needs.

The policy applies to all those who come into contact with, and work in, the school including:

- Staff
- Students
- Parents/Carers
- Contractors
- Partners
- Visitors

The school aims to ensure that no one receives less favourable treatment for reasons relating to:

- Race, ethnicity, or national origin
- Gender
- Marital status
- Sexuality
- Disability
- Religion or belief
- Age
- Social class
- The rehabilitation of former offenders

3. Definition

Equality of opportunity is about eliminating discrimination, promoting fair and equal treatment for everyone and promoting harmonious relations. This means that employment opportunities and service provisions should be free from irrelevant barriers and accessible to all.

Diversity aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff and students.

The school will integrate equality of opportunity and respect for diversity into all aspects of its activities. The school recognises the importance of equality of opportunity within service delivery and employment, and is committed to meeting different needs through consultation, review and continuous improvement.

We can promote equality and diversity by:

- treating all staff and students fairly creating an inclusive culture for all staff and students
- ensuring equal access to opportunities to enable students to fully participate in the learning process
- enabling all staff and students to develop to their full potential
- equipping staff and students with the skills to challenge inequality and discrimination in their work/study environment
- making certain that any learning materials do not discriminate against any individuals or groups
- ensuring sure policies, procedures and processes don't discriminate

4. Governor and Employee Responsibilities

Responsibilities

Governors have overall responsibility for equality & diversity, including providing leadership and direction through the schools Senior Leadership Team.

School Leaders have a responsibility to familiarise themselves with these guidelines, and to reinforce it through management competencies and performance development reviews, to ensure that it is understood and implemented by all employees.

All employees have a responsibility for working towards equality and inclusion, and for the implementation of this policy.

- We all have a duty to:
 - Comply with and promote the Equality and Diversity guidelines
 - Be aware of our behaviour and its impact upon others
 - Report any suspected discriminatory actions
 - Report any suspicions of harassment taking place
 - Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination
 - Seek guidance on matters of equality and best practice when unsure of the appropriate course of action

5. Working with Trades Unions

The school recognises that Trade Unions have valuable experiences and contributions to make in the areas of equality through consultation mechanisms and supporting employees who have experienced discriminatory treatment.

6. Employment

The school aims to have a culture where everyone is valued and where differences, whether visible or not, are welcomed. Equality is the responsibility of employees at all levels and every employee can influence how equality is achieved.

As a fair and reasonable employer, we aim to provide equality of opportunity at work. To achieve this we will seek to:

- Promote best practice in recruitment and selection practices
- Promote equality in pay and other terms and conditions of employment
- Promote equality in training and development opportunities
- Treat all employees with dignity and respect
- Create a working environment that encourages an understanding and appreciation of the needs of others and deals with oppressive behaviour, harassment or bullying
- Consult with employees regarding flexible working and promote arrangements where this can be balanced with the needs of the school
- Seek to make reasonable adjustments for employees with a disability
- Listen and learn from our employees
- Make clear the action an employee may take if he/she feels unfairly treated
- Provide training for employees to actively put the equality and diversity policy into practice.

Signed.....Chair of Governors