



POLICY AND PROCEDURE:

STAFF EQUALITY, DIVERSITY AND INCLUSION – All Staff

Equality, diversity and inclusion policy statement

Claremont Fan Court School is an equal opportunities employer and is committed to providing a positive and thriving working environment for all staff, promoting equal opportunities in employment and creating a workplace culture in which equality, diversity and inclusion is valued and everyone is treated with dignity and respect, free from any form of inappropriate or unacceptable behaviour. All transgressions against the school policy will be treated very seriously.

The school aims to create a friendly, caring and professional environment in which every individual is valued and appreciated. In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, the school is committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race (including colour, nationality, ethnic or national origins), religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as “protected characteristics”).

The school will take reasonable steps to:

- Promote awareness and provide training to staff and managers on equality in the workplace
- Apply the principles of equality to all staff and all job applicants so that there is equality of opportunity. The school’s aim is that no individual is denied employment opportunities for reasons unrelated to ability
- Ensure a diversity of candidates at all career stages beginning with recruitment, including the development and promotion of talent through to the appointment of senior leadership
- Implement all internal policies and procedures (on a fair and impartial basis)
- Create an inclusive working environment that is sensitive to the needs of staff of differing cultures, religions and beliefs
- Make reasonable adjustments to enable employees with disabilities to function effectively and to their full potential
- Ensure that work environments are free from discrimination, harassment, intimidation or bullying.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a protected characteristic, because they are perceived to have a protected characteristic or because they are associated with someone who has a protected characteristic, in particular but not only, in relation to:

- Recruitment and selection
- Promotion and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work.

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils.

The principles of non-discrimination and equality, diversity and inclusion also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

About this policy

The purpose of this policy is to set out the school's approach to equality, diversity and inclusion. The school's aim is to encourage and support equality, diversity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment at the school, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any contract of employment or other contract to provide services, and the school may amend it at any time.

This policy applies to all employees, consultants, contractors, volunteers, casual workers and agency workers.

All line managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equality, diversity and inclusion.

Equality, diversity and inclusion training

Managers will be given appropriate training on recognising and avoiding discrimination, harassment, victimisation, unconscious bias and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion.

The school will provide staff with regular training to ensure that everyone is aware of and understands the contents of this policy, the anti-harassment and bullying policy and the prevention of sexual harassment policy. Following the training, staff will be required to will be required to confirm that they have read, understand and will comply with this policy, the anti-harassment and bullying policy and the prevention of sexual harassment policy.

Discrimination

Members of staff must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, parents, pupils, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with suppliers or other work-related contacts), and on work-related trips or events including social events.

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

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. Direct discrimination can include associative discrimination, where a person is treated less favourably because of their association with an individual with a Protected Characteristic, and perception discrimination, where a person is treated less favourably because of the mistaken belief that they possess a Protected Characteristic.
- **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. 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. Harassment is dealt with further in our Anti-harassment and Bullying Policy and Prevention of Sexual Harassment Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- **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.

Recruitment and selection

- Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- Vacancies will 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.
- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- All offers of appointment shall be conditional on satisfactory completion of the pre-employment checks, as set out within KCSIE.
- To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, the school monitors applicants' ethnic group, nationality, gender, gender identity, 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.

Gender pay gap reporting

The school publishes an annual report containing data on its gender pay gap. The report is published on our website.

Training and promotion

Training needs will be identified through regular performance reviews which will be based entirely on an objective assessment of performance and will not be influenced by any protected characteristic that staff may have. Staff will be given appropriate access to training to enable them to progress within the school and all promotion decisions will be made based on merit.

Termination of employment

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

The school will also ensure that disciplinary procedures and sanctions are applied without discrimination.

Disability

If a staff member is disabled, or becomes disabled, they are encouraged to tell the school about their condition so that they can be supported appropriately.

A disability will not in itself justify the non-recruitment of an applicant for a position at the school. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If difficulties at work are experienced due to a disability, staff may wish to contact their head of department and HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The head of department and HR may wish to consult with the staff member and their medical adviser about possible adjustments and the staff member may be required to give consent to a report being produced about the staff member's state of health and ability to perform their duties. The school will consider the matter carefully and try to accommodate the staff member's needs, within reason. If the school considers a particular adjustment would not be reasonable it will be explained and alternatives will be considered where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The school will make such adjustments to work arrangements or school premises as are reasonable to enable a staff member with a disability to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours. Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or school premises, they should discuss this requirement with HR.

The school will monitor the physical features of its premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, and where possible, the school will take reasonable steps to improve access.

Part-time and fixed term work

Part-time and fixed-term staff will 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.

Breaches of this policy

The school will take a strict approach to breaches of this policy, which will be dealt with in accordance with our disciplinary procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If a staff member believes that they have been the subject of discrimination they can raise the matter informally in accordance with the Anti-Harassment and Bullying Policy, the Prevention of Sexual Harassment Policy (if the conduct in question is of a sexual nature), or formally in accordance with our grievance procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff 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.

Related policies

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

- Equality, diversity and inclusion policy statement
- Anti-harassment and bullying policy
- Prevention of sexual harassment policy
- Grievance procedure
- Disciplinary procedure
- Flexible working policy
- Maternity, paternity, adoption and shared parental leave policies
- Parental leave policy
- Homeworking policy