



# CRICKLADE MANOR PREP

## Equal Opportunities Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	12/20	12/21	<i>CB</i>
Yes (including EYFS)	10/21	10/22	<i>CB</i>

Year	Amendments
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1. Wishford Schools is an equal opportunities employer and complies at all times with the requirements of the Equality Act (2010). This policy includes the Early Years Foundation Stage.
2. In order to promote an environment within which the Group can call upon the widest possible range of knowledge, skills and experience, as well as ensuring compliance with the relevant legislation and codes of practice, Wishford Schools is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic 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").
3. Wishford Schools aims to employ a workforce that is representative of all sections of society and for our pupils, staff and parents or guardians to feel respected and able to give their best. Wishford Schools is also committed to preventing unlawful discrimination against pupils, staff or indeed any of our stakeholders, including parents and guardians.
4. This policy's purpose is to:
  - a. Provide equality, fairness and respect for all staff, whether employed on a temporary, part-time or full-time basis.
  - b. Prevent unlawful discrimination on the basis of any of the Equality Act (2010)'s protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender), gender reassignment and sexual orientation.
  - c. Prevent all other forms of unlawful discrimination. This might include: pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
5. Wishford Schools is committed to:
  - a. Encouraging and promoting equality and diversity in the workplace as they are good practice and make business sense.
  - b. Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
  - c. Training managers and all other employees about their rights and responsibilities under the equality policy. Staff should also be aware that they should uphold the correct values to help the group provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
  - d. All staff should understand they, as well as the group, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the general public.
  - e. Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, pupils, parents, suppliers, visitors, the public and any others in the course of the group's activities.
    - Such acts may be dealt with as misconduct under the group's disciplinary procedures.
    - Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.
    - In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence.

- f. Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- g. Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- h. Reviewing employment practices and procedures when necessary to ensure fairness, and also updating them and the policy to take account of changes in the law.
- i. Assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, considering and acting to address any issues.

## 6. Recruitment and Selection

- a. The recruitment and selection processes are managed by the group's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.
- b. The capability of the individual to perform in the position will be the major selection criterion, although the ability both to work with others and to be trained, coupled with individual potential will be considered.
- c. All applicants will be dealt with courteously and as expeditiously as possible following safer recruitment procedures.
- d. Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- e. Appointments will be confirmed on receipt of satisfactory references and DBS checks (and in the absence of prohibition orders) and/or medical report and/or satisfactory completion of a probationary period.

## 7. Disability

- a. If staff are disabled or become disabled, they are encouraged to tell the group about their condition so that they can be supported appropriately and any reasonable adjustments made.
- b. A disability will not of itself justify the non-recruitment of an applicant for a position in the group.
- c. 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.
- d. If difficulties at work are experienced because of a disability, staff may wish to contact their Line Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Line Manager may wish to consult with staff and their medical adviser about possible adjustments and staff may be required to consent to an occupational health report being produced about their ability to perform their duties. The group will consider the matter carefully and try to accommodate any reasonable needs. If a particular adjustment would not be reasonable then the group will explain its reasons and try to find an alternative solution. Once an adjustment has been made its operation will be reviewed at agreed intervals, to assess its continuing effectiveness.
- e. The group will make such adjustments to work arrangements or group premises as are reasonable to enable a disabled staff member to carry out their duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, flexible hours.

- f. 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 group premises, they should discuss this requirement with their line manager in the first instance.

## 8. Dignity at Work

- a. Staff should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.
- b. Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter.
- c. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

## 9. Procedure

- a. If staff consider that they have been the recipient of unwanted conduct amounting to harassment, they may try to resolve the problem informally with the other person (either face to face or in writing) in the first instance.
- b. If this is not appropriate or has not been successful, staff may raise a grievance in accordance with the Grievance Policy. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that the alleged victim and the alleged harasser are not required to work together against their wishes.
- c. If staff consider that they have been subject to discrimination of any form, they should inform their Line Manager.
- d. The group will ensure that staff are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
- e. False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

Signed:



Headteacher Cricklade Manor Prep