



Equal Opportunities Staff Policy

Effective Date: March 2015

Reviewed: March 2019

Review Date: March 2023

Review Committee: Resources

This Policy was reviewed and adopted by the Full Governing Body

Adopted		
Signature		Headteacher
Signature		Chair of Resources
Date		

1. Introduction

Winchcombe School is committed to ensuring equality of opportunity and fairness in the workplace. This policy covers equality of opportunities for staff in respect of appointment, pay and conditions, performance management, promotion, treatment at work and training. No employee will be discriminated against on the grounds of gender, race, disability, sexual orientation, age or religion and belief. The School will not tolerate harassment of staff on any of the above grounds.

2. Aims

The School will:

- treat all staff equally in employment matters according to the law;
- develop policies and procedures that will lead to high standards from all staff;
- aim to ensure that School staff provide an appropriate learning experience for all pupils, whatever their race, gender, religion or belief, age, ability or sexual orientation.
- educate all members of the School against any type of prejudice or negative stereotyping; and
- take action against any employee who harasses another on any of the statutory grounds.

3. Commitment to Equality of Opportunity

- 3.1 The governing body expects the School in all its policies and daily work to take account of the duty to safeguard the right of staff not to be discriminated against on the grounds of race, gender, disability, sexual orientation, religion and belief and age.
- 3.2 The commitment must be evident in all areas of School life, however specifically in relation to:
- Staff recruitment, pay and conditions, performance management and professional development;
 - Staff opportunities; and
 - The way staff are generally treated at work.
- 3.2 Staff are expected to respect the right of pupils not to be discriminated against on the same grounds.

4. What is discrimination?

- 4.1 Direct discrimination – is where someone is treated less favourably than others because of (or as a direct result of) their race or sex or any of the other areas listed previously.
- 4.2 Indirect discrimination – is where a provision, criterion or practice, although applied fairly, disadvantages people with a protected characteristic.

- 4.3 Associative discrimination – is where someone is treated less favourably than another on the grounds of another person’s situation. E.g. a carer who may be treated unfairly because they are connected with the disability of the person they care for.
- 4.4 Perceived discrimination - is direct discrimination against a person because others think they possess a particular protected characteristic.
- 4.5 Harassment – is unwanted conduct related to a protected characteristic, which has the purpose of violating the person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

5. Disability

- 5.1 Where any employee has physical and/or learning disabilities, the School will make whatever arrangements are reasonably practicable to ensure that disabled staff can gain access to the appropriate work areas and means of doing the work they are contracted to do. The School will work with local services and agencies to provide appropriate support to enable this to happen.
- 5.2 The School will maintain a separate access plan.

6. Gender, Race, Sexual orientation, Religion and belief and Age.

- 6.1 The governing body will ensure that the requirement to promote equality is clearly reflected in the Schools policies and procedures for the management of staff and in the equal opportunities policies that affect the staff relationship with students and others.
- 6.2 The requirement to consider equal opportunities will be taken into account when managing staff issues, and particularly when:
- Recruiting staff;
 - Allocating teaching and learning responsibilities;
 - Re-evaluating staff structures;
 - Managing the appraisal of staff;
 - Managing flexible working;
 - Managing parental and carers leave;
 - Managing pregnancy and return from maternity leave, and adoption issues;
 - Considering claims of harassment;
 - Applying grievance, capability and disciplinary procedures;
 - Managing equal pay;
 - Managing Conditions of Service;
 - Managing training and professional development opportunities.
- 6.3 Any bullying and harassment of staff will be dealt with under the Gloucestershire County Council’s Dignity and Respect at work –anti bullying Policy.

7. Ethnic dress

The School recognises that some staff from ethnic backgrounds may wish to wear distinctive dress. The governing body will determine the ethnic dress that will be allowed after appropriate consultation.

8. Response to discrimination

- 8.1 All forms of discrimination by any person in the School will be taken seriously.
- 8.2 In the first instance any complaint should be taken to the Head, who will determine what action to take. If the complaint is about the Head then it should be taken directly to the Chair of Trustees.
- 8.3 Incidents of unlawful discrimination may lead to disciplinary action. Discriminatory behaviour by any employee could be treated as gross misconduct leading to summary dismissal.
- 8.4 Discriminatory incidents will be dealt with through the Schools Grievance Policy.

9. Complaints about the implementation of the Policy

Any employee of the School who feels that this policy is not being followed is entitled to raise the matter with the Head. Where staff consider they may be discriminated against personally they should use the Schools Grievance Policy.

10. Responsibilities

- 10.1 The Governing Body has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to the Head except in point 8.2 above
- 10.2 The Head will:
 - implement this policy;
 - ensure all staff are aware of the policy on equal opportunities;
 - ensure that the policy is applied to all staff recruitment procedures, by all those involved in the selection, appointment and development of staff;
 - ensure that the policy is applied in pay and conditions, performance management, promotion and training matters;
 - ensure that the Schools records of discriminatory incidents and the outcomes are checked regularly
 - promote the principal of equal opportunity and respect for people in all aspects of School life.

11. Monitoring and Review

- 10.1 The Governing Body will review this policy every 4 years.
- 10.2 The Head will ensure that any person who may be involved with investigations or administrative tasks carried out under this policy receive regular and appropriate training to help them.
- 10.3 Following a formal investigation under this policy, the Head and investigator should consider whether this policy has been effective in addressing the issues and report any problems or suggestions to the Resources Committee.