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Hounsdow School
- A Science College



Employment Equality Policy

Committee Responsible	Finance, Pay, Resources and Audit Committee
Member of Staff Responsible	Headteacher
Regularity of Review	Every 2 Years
Statutory Policy	No
External Validation	HCC MOPP dated November 2021
This Version Dated	June 2022
Next Review Due	Jul 2024

Acronyms used within this policy:	
HCC	Hampshire County Council
MOPP	Manual of Personnel Practice
SLT	Senior Leadership Team
GDPR	General Data Protection Regulations

1. Introduction

The Governing Body of the school recognises its responsibilities in the employment of staff in the school. In accordance with those responsibilities, it wishes to ensure the fair and equal treatment of all of its staff, all those who are applicants to work in the school and those individuals who undertake work on school premises. This policy sets out the principles under which the Governing Body of the school will operate to meet these aims.

The policy has been circulated for consultation and agreed with all staff representatives and with the trade unions and professional associations in our school. It is available to all staff in the school and to any prospective applicant. The Governing Body welcomes any comments or contributions to the policy document. This policy should be read in conjunction with the school's Equal Opportunities Policy.

2. Statement of Intent

The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school. This policy focuses specifically on the employment of staff in the school. The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and leaders of the school will operate at all times within the requirements of anti-discrimination legislation and will promote equality positively in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics, which will be taken into account, will be those which are necessary for the requirements and proper performance of the

work involved. There will be no generalised concepts or assumptions about the characteristics of groups.

All staff will have a right, through the agreed procedures, to challenge any decision or action which they believe to be in breach of these principles. Any member of staff who deliberately and knowingly contravenes the policy will be liable to formal disciplinary action.

3. Statutory requirements

The Governing Body is bound by law not to discriminate on certain grounds. The Equality Act 2010 has brought together all the current discrimination laws into one and sets out the “protected characteristics” that qualify for protection from discrimination as: -

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex; and Sexual orientation

There are some exemptions from this legislation in situations where the essential nature of a job calls for a man, women or a person from a particular religion or racial group. The Governing Body will give sympathetic consideration to requests for time off or for religious observance from staff who are active members of particular religions or beliefs, such time off may be unpaid and will be considered only subject to the operational requirements of the school.

The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, including terms and conditions of employment, to help overcome practical difficulties for applicants or members of staff who have a disability.

Although there may be practical difficulties in the appointment of some disabled people to the school, this will not be a factor in preventing their full and proper consideration and reasonable adjustments will be considered as required.

The Governing Body acknowledges these areas of regulation and confirms its commitment to enforce these statutory requirements in the school.

The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

4. Advertising of vacancies

Vacancies will be advertised openly and will normally be available for members of staff in the school to apply. In most cases vacancies will be advertised externally unless there are exceptional reasons why this should not occur, for example in situations of potential redundancy or for short term acting roles.

5. Selection for appointment or promotion

All decisions relating to appointments or promotions will be conducted in accordance with the following principles:

- a detailed job description/role profile will be drawn up which accurately describes the duties of the post
- an objective and sufficiently detailed person specification will be drawn up
- job description, person specifications and selection criteria be available to all candidates`
- shortlisting will be carried out against the selection criteria and a written record retained of the assessment of each candidate
- selection decision will be made against the agreed criteria and no other criteria will be used
- a written record of the selection decision relating to the agreed criteria will be retained
- reasonable adjustments will be made to the recruitment and selection process where necessary to ensure that people with disabilities are enabled to compete for appointments in the school

6. Specific Issues

- **Age**

The Governing Body is opposed to any direct or indirect discrimination based on age.

- **Disability**

The Governing Body is opposed to any discrimination against people with disabilities based on assumptions of their ability or otherwise to carry out the duties of a post in the school. Where a candidate who has a disability is appointed to a post in the school, reasonable provision will be made for adjustments to the working conditions or environment where this is practicable.

- **Gender reassignment**

The Governing Body is opposed to any discrimination as a result of a person proposing to undergo, undergoing or having undergone a process (or part of a process) for the purpose of reassigning the person's sex

- **Marital status or civil partnership**

The Governing Body is opposed to any discrimination against employees who are married or in a civil partnership.

- **Pregnancy and maternity**

The Governing Body is opposed to any discrimination against a woman because of her pregnancy and/or maternity leave.

- **Race**

The Governing Body is opposed to any direct or indirect discrimination based on race, colour, ethnic or national origin. There may be situations in the school which require special consideration and where an occupational requirement may apply to justify the employment of someone of one particular race or ethnic origin. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

- **Religion or Belief**

The Governing Body is opposed to any direct or indirect discrimination based on religion or belief.

- **Sex**

The Governing Body is opposed to any direct or indirect discrimination based on gender. There may be situations in the school which require special consideration and where a genuine and determining occupational requirement may apply to justify the employment of someone of a particular sex. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

- **Sexual Orientation**

The Governing Body is opposed to any direct or indirect discrimination based on perceived or actual sexual orientation.

- **Harassment or bullying**

The Governing Body is opposed to any unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. The Governing Body is further opposed to any act of victimisation, harassment or bullying against any member of staff either by an employee or third party based on assumptions about their status in the above categories or any other grounds. Such action will be investigated in accordance with the school's procedure and may lead to formal disciplinary action.

- **Non-statutory aspects**

Although there is no statutory requirement not to discriminate against other groups, or characteristics of staff, the Governing Body wishes to state that it will not in any way discriminate against members of staff or applicants for posts on the grounds of their political affiliation.

7. Positive Action

The Governing Body recognises that the avoidance of discrimination is not sufficient to ensure that equality exists in the school. The Governing Body will therefore give full consideration to measures of positive action which may assist in achieving the aims of this policy. This is action designed to encourage or facilitate the employment or training of minority or disadvantaged groups.

The Governing Body will not discriminate in favour of individuals from specific groups (positive discrimination), but it will take positive action which enables members of those groups to compete on an equal basis.

8. Harassment and grievance procedures

Harassment has the effect of destroying dignity and undermining the confidence of employees. It can take many forms including physical contact, bullying, threatening or ignoring someone. It can be a series of offensive remarks or a single incident. It can be behaviour that staff find offensive even if not directed at them or harassment because of perception or association.

The Governing Body is committed to the principles of dignity at work for all of its staff in the school. This includes the right to be treated with respect by all managers and colleagues. The Governing Body will consider any acts of harassment including those on the grounds of age, disability, gender reassignment, marital status and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, as totally unacceptable and outside the ethos and culture of the school. Any such act by a member of staff against any adult or child will be treated as a disciplinary offence, and action taken accordingly.

The school has procedures to resolve grievances and for the handling of complaints of harassment and bullying at work. The Governing Body is committed to investigate any such complaint. These procedures will be followed carefully and promptly in response to any such complaint. The first point of contact for any such complaint should be the Headteacher. In addition, staff have the right to approach their professional association or trade union representative for support. Alternatively, Westfield Health** can also provide appropriate support.

** Westfield Health, 24hr freephone 0800 092 0987 (call charges may apply on some networks) and quote special Scheme Number 71718. If you are temporarily away from the UK, call 44 (0) 1455 255123 (call charges may apply) from anywhere else in the world. This is a confidential

service; no personal information is released to your employer. The scheme number does not in any way identify you as an individual. This service cannot give advice on employment disputes.

9. Monitoring the Policy

An Equality policy can only be shown to be effective if its implementation is properly monitored. Given the scope of our policy, this means monitoring both the existing staff of the school and all applications from outside of the school. The school will therefore keep records of existing staff and new applicants which can be analysed to provide data to assess whether this policy is working in practice.

The Governing Body will regularly monitor the effectiveness of this policy by the following methods:

- The existing workforce will be asked to complete a monitoring form so that data is available on the composition of the staff group.
- All applicants for posts will be asked to complete a monitoring form to enable monitoring of our selection decisions against the principles of this policy. Information arising from this data collection process will be published on an annual basis from 1st September 2020 and will be available to all staff and governors.
- All applicants for posts will be invited to indicate whether they have any special requirements or require reasonable adjustments to enable them to submit an application, attend an interview or carry out the duties of that post. Responses to this question and appropriate actions taken by the school to accommodate people with disabilities will also be monitored as part of this process.
- Staff and governors may be invited to give feedback from time to time, and to make suggestions for improvements.
- The incidence of complaints under the above procedures and any other aspect of this policy will also be monitored, and figures reviewed on a regular basis.
- The Governing Body will ensure that information is stored in an appropriate and confidential format in accordance with the current General Data Protection Regulations (GDPR) 2016 and the Data Protection Act 2018.

10. Non-employment aspects of equality

This policy relates only to the employment aspects of the activities of the school. The principles outlined here by the Governing Body of fair and equal treatment apply equally to our approach to students and parents of the school and to our dealings with members of the local community and all outside agencies. The school's policy on equality in the curriculum and the treatment of students is set out in a separate policy document.

11. Training

The principles outlined above in relation to fair and equal treatment will also apply to selection for training. Requests for training will be considered in accordance with the school's operational priorities, based on the school's overall improvement plan and budget allocations.

Similarly, the training of the school leaders and governors in issues of equality and discrimination is an essential part of our Equality policy.

Where training is scheduled to take place on site, the school will, where possible, adapt the methods of training delivery if current arrangements disadvantage particular individuals or groups of staff.

12. General statement

The Equality policy will be reviewed and updated by the Governing Body every two years. The policy will then be given to all staff to ensure that it is known and understood by all staff. This policy is on the school's website for potential applicants.