

Manor Hall Academy Trust



EQUALITY, DIVERSITY AND INCLUSION HR POLICY

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the Trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

Consulted with the JCNC unions			Summer 2023	
Date	Version	Reason For Change	Overview of Changes Made	Source
11/12/20	1	Scheduled review		
Spring 21	1	Review cycle change	Change of review date	Directors
13/10/21	2	Schedule review	Reformat, update of legislation	Directors
Spring 2023	3	Schedule review	Addition of commitments section, amendments to the link to other policies. Some minor amendments and reformatting	Directors

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1. Aims, Purpose and Legislative Framework

Manor Hall Academy Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our communities, and for each employee to feel respected and able to give their best. It is also committed to eliminate unlawful discrimination of those in our school communities and the public.

The Trust recognises its statutory equality duty under legislation in terms of service provision and employment and is committed to meet them by complying with this policy. The Public Sector Equality Duty requires public bodies to have “due regard” to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- Advance equality of opportunity between people from different communities;
- Foster good relations between people from different communities;

The policy’s purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes, but is not limited to; 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.

We will ensure that we assess how our policies, procedures and services impact on disadvantaged groups and take steps to remedy any adverse implications. We will meet our obligation of the Equality Act 2010 by training staff and setting out our obligations in policies and procedures.

2. Commitments

The Trust commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make sense
- Create 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.
 - This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy
 - All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, students, parents, the community, stakeholders and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, students, parents, community and stakeholders, visitors, the public and any others in the course of the Trust's work activities.

Such acts will be dealt with as misconduct under the Trust's disciplinary procedures (if an employee), and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

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.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents can be fully utilised to maximise the efficiency of the Trust.

- Decisions concerning staff will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Provide clear information about what we do and where necessary in accessible formats and appropriate languages.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
 - Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.
- Make this Policy available to members of the community, upon request, and to all those who provide services to the Trust together with the need for them to comply with its provisions. We will ensure that contractors, suppliers and funded service providers abide by the requirements to promote equality of opportunity and take steps to tackle discrimination and barriers to access. We will ensure that our contractors and those providing a service on our behalf:
 - Are aware of this policy and that it is communicated to all potential contractors and service providers through pre-qualifying questionnaires, specifications and contracts.
 - Check that contractors and service providers have equality and diversity procedures and practices in place
 - Ensure that those acting on our behalf deliver goods, facilities and services that are appropriate and accessible.
 - We will provide opportunities to ensure that small to medium enterprises can bid for contracts
- providing equality of opportunity to all in employment. Through our recruitment policies and practices we will aim to eliminate barriers and encourage applicants from all sections of the community. We will achieve this by:

- Ensuring that our recruitment and selection policies and procedures are fair and equitable so that the best people are appointed to deliver our services
- Only consider applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;
- Use appropriate lawful methods, including positive action, to address the underrepresentation of any group which the Trust identifies as being under-represented in particular types of jobs
- Shortlist and interview all disabled applicants who meet the essential criteria of the post in line with our commitment to the 'Positive about Disabled People' initiative.

3. Roles and responsibilities

Colleagues associated with the Trust, at all levels, must conduct themselves in a manner which enables us to provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

The roles of Directors, Local Advisory Boards, Headteachers/ Central Team managers, designated members of staff for Equality, and all staff are set out in the Trust Commitment to Equality, Diversity and Inclusion Policy which can be found on Parago.

4. Eliminating discrimination

The Trust is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions.

Where relevant, our HR policies include reference to the importance of avoiding discrimination and other prohibited conduct.

Directors, Local Advisory Boards and all staff are regularly reminded of their responsibilities under the Equality Act, for example during meetings. Where this has been discussed during a meeting it is recorded in the meeting minutes.

New staff receive training on the Equality Act as part of their induction, and all staff have access to refresher training when required.

Each school has a designated member of staff for monitoring equality issues, and an equality link local LAB member. They regularly liaise regarding any issues and make senior leaders and the LAB aware of these as appropriate.

5. Advancing equality of opportunity

The Trust aims to advance equality of opportunity by:

- Removing or minimising disadvantages suffered by people which are connected by a particular characteristic they have (e.g. providing reasonable adjustments to workplaces or practices for staff with disabilities)
- Taking steps to meet the particular needs of people who have a particular characteristic (e.g. enabling Muslim staff to pray at prescribed times)
- Encouraging people who have a particular characteristic to participate fully in any activities

5.1 Addressing prejudice and prejudice-related bullying

The Trust is opposed to all forms of prejudice. Prejudice-related incidents should be identified, assessed, recorded and dealt with in accordance [with our Disciplinary Policy](#)

We keep a record of prejudice-related incidents and, if requested, provide a report to the local authority / DFE/ [our Board of Directors](#) about the numbers, types and seriousness of prejudice-related incidents and how they are dealt with.

5.2 Information and Organisation

We ensure that the content of this policy is known to all staff, Directors, Senior leaders and the LAB and, as appropriate, to all pupils and their parents and carers.

All staff and the LAB have access to a selection of resources which discuss and explain concepts of equality, diversity and community cohesion in appropriate detail.

5.3 Religious Observance

We respect the religious beliefs and practice of all staff, and comply with reasonable requests relating to religious observance and practice. See also Time Off Policy (available on Parago)

5.4 Staff Development and Training

We ensure that all staff receive Equality, Diversity and Inclusion training, as well as appropriate training and opportunities for professional development, both as individuals and as groups or teams.

6. Fostering good relations

The trust aims to foster good relations between those who share a protected characteristic and those who do not share it by encouraging staff to partake in activities such as:

- awareness training, e.g. neurodiversity
- coaching and mentoring opportunities
- sharing of ideas and access to internal support networks and signposting to external charities and groups.

7. Equality considerations in decision-making

The Trust ensure it has due regard to equality considerations whenever significant decisions are made.

We will always consider the impact of significant decisions on particular groups. For example, when we change a process or policy, we will consider that treating people equally does not necessarily involve treating them all the same. Our policies, procedures and activities must not discriminate but must nevertheless take account of differences of life-experience, outlook and background, and in the kinds of barrier and disadvantage which people may face, in relation to:

- disability, so that reasonable adjustments are made
- ethnicity, so that different cultural backgrounds and experiences of prejudice is recognised
- gender, so that different needs and experiences are recognised
- religion, belief or faith background
- sexual identity.
- Age so that different levels of experience is recognised
- Marriage or civil partnership
- Gender reassignment
- Pregnancy and maternity

We intend that our HR policies, procedures and activities should promote:

- positive attitudes, interaction and dialogue between groups and communities different from each other in terms and ethnicity, culture religious affiliation, national origin or national status, and an absence of prejudice-related bullying and incidents
- mutual respect and good relations between those of different genders and gender identities and an absence of sexual homophobic, biphobic and transgender harassment.

We aim to reduce and remove inequalities and barriers that already exist. In addition to avoiding or minimising possible negative impacts of our policies, we take

opportunities to maximise positive impacts by reducing and removing inequalities and barriers that may already exist between:

We engage with a range of groups and individuals to ensure that those who are affected by a policy or activity are consulted and involved in the design of new policies, and in the review of existing ones. We consult and involve:

- all levels of the organisation
- trades unions and other consultative groups established within and outside the organisation.
- directly affected staff groups and those who may be indirectly affected by the application of a policy or process.

The Trust keeps written records (known as an Equality Impact Assessments) to show we have actively considered our equality duties and asked ourselves relevant questions for key events, projects and activities. These are stored electronically.

8. Breaches of the Policy and Links with other Policies

Breaches of this policy will be dealt with via the use of appropriate policies and sanctions, such as the Disciplinary Policy. Legal action may also be considered where appropriate.

This policy is linked to various other HR policies which can be found on Parago. These are listed below, but the list is not exhaustive:

- Trust Commitment to Equality, Diversity and Inclusion Policy
- Anti-Harassment and Bullying Policy
- Flexible Working Policy
- Disciplinary Policy
- Trust Code of Conduct
- Grievance Policy

The principles of this policy and our commitment to such underpins all our policies.

9. Monitoring and Review

We collect, study and use quantitative and qualitative data relating to the implementation of this policy, and make adjustments as appropriate.

For staff: we collect, analyse and use data in relation to recruitment, pay equality and other workforce data e.g. training.

This policy will be reviewed every four years unless we are required to do so due to changes in legislation. The next scheduled review is Summer Term of 2027.