



Equal Opportunities and Diversity Policy

Policy Code:	HR8
Policy Start Date:	July 2015
Policy Review Date:	April 2018

Please read this policy in conjunction with the policies listed below:

- TL1 Access to Fair Assessment Policy
- SW6 Anti-Bullying Policy
- SW9 Parental Communications and Complaints Policy
- HR4 Recruitment and Selection Policy
- Equality Act 2010



1. Introduction

- 1.1 This policy describes the way in which The Priory Federation of Academies will meet the requirements of the Equality Act 2010. This Act replaced all previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. The policy will be applied to all staff and students, as well as any volunteers working in the school.
- 1.2 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 1.3
- 1.3 This policy covers all employees, students, parents/guardians, officers, consultants, contractors, volunteers, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and The Trust may amend it at any time.

2. Access

Students and Staff are made aware of the existence of this policy and have open access to it. It can be found online at www.prioryacademies.co.uk while a hard copy is available from the Human Resources Department.

Staff and students are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations

3. Policy Statement

The Priory Federation of Academies will adhere to the requirements of the Equality Act 2010 by not discriminating against students, staff, volunteers or anyone involved in external agencies the organisation may be working with on the grounds of:



- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

In addition, there will be no discrimination against students due to the behaviour of their parents and/or siblings.

All Federation employees will abide by the Equality Act 2010 in the appointment and promotion of staff.

When recruiting staff, health-related questions will not be asked until after a job offer is made, and then only if it is necessary for the role.

The Priory Federation of Academies may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group, such as Afro-Caribbean boys or Roma children. (Previously, this could have been considered discriminatory.)

The Federation has a responsibility to promote good relationships and mutual respect. It is expected that every person in the organisation will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary
- All visitors to The Priory Federation of Academies
- All students at The Priory Federation of Academies



All staff have a duty to act in accordance with this policy and treat colleagues and students with dignity at all times, regardless of their status. Similarly, all students have a duty to act in accordance with this policy and treat fellow pupils and staff with dignity at all times, regardless of their status.

In addition, The Priory Federation of Academies will:

- ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups
- supply specialist aids and facilities to enable disabled people
- monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination
- undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to
- treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings

4 Discrimination

4.1 Employees must not unlawfully discriminate against or harass other people including current and former employees, students, parents, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts (or when wearing a work uniform), and on work-related trips or events including social events.

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

- Direct Discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious view or because they might be gay.
- 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. For example, requiring a job to be done full time rather than part-time would adversely affect women



because they generally have greater childcare commitments than men. 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.
- Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 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.

5 Recruitment and Selection

- 5.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and with the involvement of the Head of Human Resources, where possible. The Trusts recruitment procedures are reviewed on a regular basis to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 5.2 Vacancies should 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. (They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request)
- 5.3 The Trust takes steps to ensure that vacancies are advertised to a diverse labour market (and where relevant, to particular groups that have been identified as disadvantaged or unrepresented in our organisation). (Where appropriate, the Head of Human Resources may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for



example where the job can only be done by a women. The advertisement should specify the exemption that applies.)

- 5.4 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 5.5 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the Head of Human Resources. For example:
- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - Positive action to recruit disabled persons.
 - Equal opportunities monitoring (which will not form part of the selection or decision making process).

Where necessary, job offers can be made conditional on a satisfactory

- 5.6 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the Head of Human Resources.
- 5.7 To ensure that this Policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, the Trust monitors applicants ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect individuals chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps is take appropriate steps to avoid discrimination and improve equality and diversity.



6 Training and Promotion and Conditions of Service

- 6.1 Training needs will be identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the Trust. All promotion decisions will be made on the basis of merit.
- 6.2 The Trusts conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

7 Termination of Employment

- 7.1 The Trust will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 7.2 The Trust will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8 Disabilities

- 8.1 If employees are disabled or become disabled, the Trust encourages them to explain their condition in order for the appropriate support to be put in place.
- 8.2 If an employee experiences difficulties at work because of their disability, the employee can contact their Line Manager or the Head of Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Trust will consider the matter carefully and try to accommodate the employee's need within reason. If the Trust considers a particular adjustment would not be reasonable the Trust will explain the reasons and seek ways to find an alternate solution where possible.
- 8.3 The Trust will monitor the physical features of the premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, the Trust will take reasonable steps to improve access.



9 Part Time and Fixed Term Work

- 9.1 Part-time and fixed-term staff should 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.

10 Complaints Procedure

Stage 1

Any person who experiences, witnesses or is reasonably led to believe that this Equal Opportunities and Diversity Policy has not been respected, should immediately bring the situation to the attention of the Form Tutor or Head of Year (in the case of a student) or Human Resources Manager (in the case of a member of staff). The person responsible for this breach will be reminded of the existence and purpose of this policy, and asked to adhere to the policy.

Stage 2

If the person continues behaving in an unacceptable manner, the matter will be referred to the Head of the Academy, who will decide the best course of action.

This may result in:

- a warning being issued
- disciplinary action
- a referral to a higher level of authority

Stage 3

The offending person has the right to appeal. He/she can write to the Governing Body of the Academy. The decision of the Governors will be final.

11 Conclusion

Every member of staff has an ongoing responsibility to monitor his/her teaching methods, styles and practices, with a view to eradicating discriminatory practices. Periodic monitoring by staff with curriculum and



pastoral responsibilities will be undertaken. The Heads of Academies have the responsibility to ensure equal opportunities are offered in all staffing appointments and promotions.

The Federation will regularly monitor and evaluate its practices and assess the impact of other Trust policies upon Equal Opportunities. In the light of those evaluations, the Federation will seek to improve further its practices in the delivery of the above objectives.

12 Procedures

This procedure may only be amended or withdrawn by The Priory Federation of Academies Trust.



Policy Status: Approved
Equal Opportunities and
Diversity Policy
Human Resources

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The Priory Federation of Academies Trust Equal Opportunities and Diversity Policy

This Policy has been approved by the Priory Federation of Academies.

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.