



## **Equal Opportunities and Diversity Policy**

Policy Code:	HR8
Policy Start Date:	April 2013
Policy Review Date:	April 2016

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**

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.

## **2. Access**

Students 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](http://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;



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- 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



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- 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. 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.



## **5 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.

## **6. Procedures**

This procedure may only be amended or withdrawn by The Priory Federation of Academies Trust.



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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 Pay, Performance and HR Committee:

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.