



17a. Equality, Diversity and Inclusion Policy for Staff	
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Approved by:	SLT
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Linked documents:	Recruitment policy

Equality, Diversity and Inclusion Policy

The purpose of this policy is to promote equal treatment for all members of staff or job applicants irrespective of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity/paternity, race (including ethnic or national origin, nationality or colour), religion or belief, sex or sexual orientation (together defined as *'Protected Characteristics'* in the Equality Act 2010) and to ensure that this is managed in such a way that the School complies with Equal Opportunities legislation and Codes of Practice. This policy has particular relevance for those responsible for staff recruitment, training and promotion, and it concerns more widely all pupils and staff, visitors, parents, governors and the public. See also the *Equal Opportunities for Pupils Policy*.

Policy Statement

Rye St Antony is committed to encouraging equality, diversity and inclusion among our workforce, and to eliminating unlawful discrimination, bullying, harassment and victimisation. The school regards this policy as a commitment to make full use of the talents and resources of all members of the school community, and to provide a healthy environment, which will encourage good and productive working relations within the school. All members of staff have a part to play in achieving this, and the Senior Leadership Team and Governors will strive to ensure that individuals are made aware of their personal responsibility to observe and support the *Equality, Diversity and Inclusion Policy*. This policy will be regularly reviewed.

The school in its employment practices will avoid any unlawful discrimination against its employees, in particular in relation to their actual or perceived Protected Characteristics or the fact that they are part-time or fixed-term employees. Employees and applicants for employment will not be disadvantaged by any policies or conditions of service which cannot be justified for operational purposes or because of the School's adherence to the Catholic faith. The school will, at all times, strive to work within legislative requirements as well as promoting best practice.

The school will seek to identify and act upon any unfair or unlawful discrimination which denies an individual opportunity on any of the criteria mentioned above. Existing staff and job applicants have the right to complain about unlawful discrimination through the appropriate procedures which are set out in the *Complaints Procedure for Staff* and the *Grievance Procedure*.

All staff should understand that 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, pupils, parents, suppliers and members of the public.

All members of staff are asked to:

- co-operate with any measures introduced to ensure equal opportunity, diversity and inclusion
- report any suspected discriminatory acts or practices to their line manager
- not persuade or attempt to persuade others to practise unlawful discrimination
- not victimise anyone as a result of them having reported or provided evidence of discrimination
- not harass, abuse or intimidate others on account of their race, gender, etc
- not lobby job applicants in an attempt to discourage them from applying or taking up a post

This policy is fully supported by the Senior Leadership Team and the Governing Body.

Disability

- A person will be described as having a disability when he/she has a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.
- A disability will not of itself justify the non-recruitment of an applicant for a post at the school. The school will consider making reasonable adjustments to the recruitment process to ensure that no applicant is disadvantaged because of a disability. For example, where written tests are used, reasonable steps will be taken to ensure that the information is presented in an accessible format for visually impaired applicants.
- Before an applicant is judged because of a reason related to a disability to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether a reasonable adjustment can be made which will counteract any disadvantage.
- The school will consider making such reasonable adjustments to working arrangements or school premises to enable a disabled staff member to carry out his/her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining and flexible hours.
- The school recognises the importance of taking pro-active measures to remove barriers to disabled people from the working environment. This will benefit not only disabled members of staff but also any visitors with disabilities.
- Where before or during the course of employment with the school an employee knows or believes that he/she might be disabled, he/she should discuss this with the Human Resources Manager in the first instance so that the School can consider reasonable adjustments to aid the employee in his/her employment. If an employee is disabled and recognises a need for a reasonable adjustment to be made to his/her working arrangements or the school premises, he/she should discuss this with the School. The employee's own expertise concerning his/her disability will be recognised.
- Where the school does not have the relevant expertise to resolve a problem, an outside specialist may be consulted and the employee may be required to give his/her consent to a report being produced about his/her state of health and ability to perform his/her duties.
- Once an adjustment has been made, its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Dignity at Work

- No employee should engage in any behaviour or conduct which might amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to dismissal without notice.
- Harassment is any form of unwanted conduct, aimed at a particular person or at a person who is associated with the person making the complaint, which is of a sexual nature or other conduct based on someone's actual or perceived disability, age, race, religion and/or gender, sexual orientation or because of a person's gender re-assignment, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment at work. It may also take the form of unwanted conduct towards someone based on his/her disability, appearance or other personal characteristics which is perceived as affecting his/her dignity at work. Harassment includes not only unwanted physical contact, assault or propositions; it includes also suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from

normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave. In addition, behaviour might still amount to harassment even if it is not directed at a specific individual.

- If an employee considers that he/she have been the recipient of unwanted conduct amounting to harassment, either by another member of staff or by a third party associated with the school, the employee should try to resolve the problem informally with the other person, either face to face or in writing, if possible. If this is not appropriate or has been tried but unsuccessfully, the employee should raise a grievance in accordance with the *Grievance Procedure*. All such grievances will be dealt with sensitively and in confidence. Breach of that confidence, by either party or the person dealing with the grievance, will be dealt with as a disciplinary offence. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that the employee and the alleged harasser are not required to work together against the employee's wishes.
- The Human Resources Manager or a member of the Senior Leadership Team will assist the employee, in complete confidence, at any stage of the harassment procedure, either by acting as an intermediary, devising a means of putting an end to the harassment, or assisting the employee in presenting a complaint.
- Where a complaint has been upheld, consideration will be given, wherever possible, to permitting the employee to choose whether to remain in the current post or to transfer. The school will seek to ensure that the employee is not in any way penalised, whether directly or indirectly, for bringing a complaint, and the situation will be monitored to ensure that the harassment has stopped.
- A false or malicious allegation will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

Monitoring

The school will 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 this 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.

Complaints/Alleged Breaches

Any member of staff wishing to raise a complaint should do so in line with the *Grievance Procedure for Staff*, available in the *Staff Handbook (Capability, Disciplinary and Grievance Procedures)* and on the website.