



## Equality & Diversity Policy

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## **GUIDANCE NOTE**

### **1. Introduction**

This document provides guidance for the whole school, and although it is written by the HR Advisory service, it relates to employees and workers, children and young people, governors and members of the wider community.

This document has been produced to give advice to the school regarding how to promote fairness and equality of opportunity as well as celebrate diversity for all people, particularly in respect of;

- Employment opportunities within the school
- Those who work or seek to work in a voluntary capacity within the school
- The way in which the school develops policies that impact upon individuals and the community
- Educational inclusion issues

This document will also contribute to the school's duty to promote Community cohesion.

### **2. Principles**

All organisations should be free of discrimination, harassment or victimisation on the grounds of the following list of protected characteristics as identified by the Equality Act 2010.

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

All schools should have a framework for developing equality within education, service delivery and employment. In order to do this it is expected that each school will be committed to achieving equality as well as celebrating diversity.

A broad, balanced and appropriate curriculum provides equal opportunity for all pupils to maximise their potential regardless of age, gender, race, colour, religion, belief, sexual orientation or disability. All schools should endeavour to promote positive relationships with parents, governors and members of the wider community.

All individuals should be treated with dignity and respect, and issues dealt with as fairly and openly as possible.

A workforce that reflects the diverse range of the wider community is better suited to meet the needs of that community.

In order to be effective, the Equality & Diversity policy has the support of everyone within the organisation with particular commitment from the very top of the organisation, be to the business strategy and be promoted widely and circulated to all involved

### **3. Definitions**

#### **3.1 Equality**

It is understood that Equality has taken place when there is a fair society in which everyone can participate and is given the opportunity to achieve. Equality is also about eliminating discrimination and promoting fair and equal treatment for all. This means that employment opportunities and educational inclusion should be free from irrelevant barriers and accessible to all. Equality is about;

- Widening life chances, not restricting them
- Fostering talents, not suppressing them
- Ensuring no child is disadvantaged or discriminated against
- Creating a better and more efficient working environment

#### **3.2 Diversity**

It is understood that Diversity is about recognising and valuing differences between individuals, groups and communities to create a positive and inclusive culture for the benefit of the school. Diversity is also about promoting good relations between staff and the community to attract and retain talented individuals to reflect the social and ethnic mix of the local community. This will allow the school to deliver education and services that meet the needs of the local people.

### **4. Aims and Objectives**

The school should seek to ensure compliance with relevant legislation. It is believed

that when individuals are treated fairly; motivation increases, teaching and learning performance improves and a healthy and positive working environment can be maintained.

The school should aim to ensure that no one receives less favourable treatment for reasons relating to the list of protected characteristics as identified by the Equality Act 2010. (See section 2)

Staff within the school should have a duty to;-

- Comply with and promote the school ethos in relation to Equality & Diversity.
- Be aware of their behaviour and its impact on others
- Report suspected discriminatory actions
- Report suspicions of harassment taking place
- Maximise the development of each child and young person and ensure access to all aspects of the curriculum
- To adhere to all school policies and procedures in relation to equality and diversity.
- To enable staff to have equal access to personal and professional development courses.
- Ensure that individuals who have made, or been involved in, a complaint of harassment or discrimination, are not victimised against.
- Seek guidance on matters of equality and best practice when they are unsure of the appropriate course of action.

The school should ensure this is done by: -

- Not discriminating against any individual member of staff or pupil on the grounds of their gender, gender reassignment, disability, race, sexual orientation, religion & belief, age, pregnancy & maternity, or marriage & civil partnership.
- Ensuring that all pupils have equal access to the full range of educational opportunities provided by the school and that the taught curriculum reinforces the principle of equality
- Removing any forms of indirect discrimination which may form barriers to learning
- Ensuring that all recruitment, selection, promotion, training and development systems are fair and accessible to all
- Challenging stereotyping and prejudice whenever it occurs.
- Celebrating the cultural diversity of our community and showing respect for

all minority groups

- Respecting individual differences
- Recognising and valuing the contribution of all staff and pupils
- Providing positive educational experiences and support for all pupils in an attempt to promote positive social attitudes
- Acknowledging that every member of our school community is entitled to a learning environment that promotes dignity and respect for all.
- Not accept any forms of intimidation, bullying, harassment or victimisation.
- Providing positive action measures where appropriate and permissible by legislation
- Providing appropriate in-service training for all staff to ensure they are aware of their role and responsibility in relation to the equalities agenda.

## **5. Legislation**

### **5.1 Legal Framework**

The school should take into account and incorporate the following legal framework in relation to Equality & Diversity;

- The Equality Act 2010
- The Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- Civil Partnerships Act 2004
- Racial & Religious Hatred Act 2006
- The Part Time Workers Regulations 2000
- Gender Recognition Act 2004

The Equality Act 2010 replaced the following pieces of legislation;

- The Race Relations Act 1976 (as amended in 2000)
- The Equal Pay Act 1970
- The Disability Discrimination Act 1995 (as amended in 2005)
- The Sex Discrimination Act 1975
- The Employment Equality (Age) Regulations 2006
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sex Discrimination) Regulations 2005

- The Equality Act 2006, Part 2
- The Equality Act (Sexual Orientation) Regulations 2007

## 5.2 Discrimination

The school should recognise that discrimination occurs when someone is treated unfairly or less favourably than another person. There are several ways in which discrimination can occur;

1. Direct Discrimination – When someone is treated less favourably than someone else because of a protected characteristic, e.g. their race, gender, gender reassignment, disability, religion & belief, sexual orientation, age, marriage & civil partnership, pregnancy or maternity.
2. Indirect Discrimination – When a provision, criterion or practice (PCP), which when applied to all, puts those having a particular protected characteristic at a particular disadvantage, and that PCP is not a proportionate means of achieving a legitimate aim. For example it can occur when you have a rule or policy that applies to everyone but disadvantages a particular protected characteristic. In employment law this applies to Age, Race, Religion & Belief, Gender, Gender reassignment, Sexual Orientation and Marriage & Civil partnership.
3. Associative Discrimination – Associative discrimination is a form of direct discrimination which occurs against someone because they are associated with another person who possesses a protected characteristic. This applies to Race, Religion or belief, Sexual Orientation, Age, Disability, Gender and Gender Reassignment.
4. Discrimination by Perception – Discrimination by perception is a form of direct discrimination which occurs against someone because the others think they possess a protected characteristic. This applies to Age, Race, Religion or belief, sexual orientation, Disability, Gender Reassignment and Gender.
5. Victimisation – This has a very specific meaning in discrimination law. It does not just mean singling some-one out. Victimisation makes it unlawful for one person to treat another less favourably than they would treat other people because that person has raised a complaint under discrimination legislation, or given evidence, or been involved in proceedings resulting from a complaint under discrimination legislation. For example it can occur when someone is treated badly because they have made or supported a complaint or grievance. This applies to Age, Disability, Gender, Gender reassignment, Race, Religion & Belief, Sexual Orientation, Marriage & civil partnership and Pregnancy & Maternity.
6. Harassment – Conduct which violates a person’s dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment and may be intentional or unintentional. Harassment may occur as a result of

persistent treatment or an isolated incident. Harassment can be related to a person's Age, Disability, Gender, Gender Reassignment, Race, Religion & Belief and Sexual Orientation. The Equality Act 2010 also brought in changes to harassment legislation meaning that employees can now complain of behaviour they find offensive even if it is not directed at them. For example a member of staff who does not have a protected characteristic is now able to claim harassment on the grounds that the actual harassment of another member of staff has led to an offensive environment to work in.

7. Harassment by a third party – This is where an employer can be potentially liable for harassment of their staff by people they don't employ. This applies to Gender, Age, Disability, Gender Reassignment, Race, Religion & belief and Sexual Orientation.

The School should also recognise that, in respect of its staff, unlawful discrimination can occur before or during the employment relationship, or even after it has ended. The school should not tolerate any form of discrimination or harassment from employees, students or the public and should work to improve attitudes and actions.

## **6. Specific Roles in Relation to the Promotion of Equality**

### **6.1 The Role of The Governing Body**

The Governing Body should have responsibility for:

- Adoption and compilation of the Single Equality Scheme & Action Plan, in coordination with the School Management Team.
- Ensuring that Equality Impact Assessments are reviewed.
- Setting out its commitment to equal opportunities in the Single Equality Scheme and continuing to do all it can to ensure that all members of the school community are treated fairly and with equality.
- Ensuring that no one is discriminated against when applying for jobs at its school on account of their Gender, Gender reassignment, Race, Sexual orientation, Religion & Belief, Age, Disability, Marriage & Civil Partnership and Pregnancy & maternity.
- Taking all reasonable steps to ensure that the school environment gives access to disabled people.
- Reviewing the arrangements for disabled pupils on an annual basis
- Welcoming all applications to join the school, whatever background or disability a child may have, and make every effort to make reasonable adjustments to the premises, facilities, school services and curriculum in order to enable disabled pupils and staff to have access to the school's services and curriculum

- Ensuring that no child is discriminated against whilst in its school, on account of their Gender, Gender Reassignment, Race, Sexual Orientation, Religion & Belief , Pregnancy & Maternity and Disability. For example, all children should have access to the full range of the curriculum and regulations regarding school uniform will be applied reasonably and equally to boys and girls. When the school uniform affects a child's religion, then the School will deal with each case sensitively and with respect for the child's cultural traditions.
- Ensuring that the school's policies, procedures and strategies are carried out and monitored with appropriate Equality Impact Assessments (EIA's).
- Being involved in dealing with serious breaches of the Equality & Diversity policy in sub-committees, with awareness of the need for potential appeal.

## 6.2 The Role of the Head Teacher

The Head Teacher should have responsibility for:

- Implementing the school's Single Equality Scheme and Action Plan within school
- Undertaking Equality Impact Assessments for relevant actions, policies, procedures and changes in school.
- Providing appropriate training for staff in equal opportunities and diversity and its implications for teaching and learning.
- Ensuring that all staff are aware of their responsibilities in relation to Equality & Diversity.
- Ensuring that all staff appointment panels give due regard to this guidance in order that no-one is discriminated against when it comes to employment, pay, performance management, promotion and training matters.
- Promoting the principles of Equal Opportunity and Diversity when developing the curriculum as well as promoting respect for other people in all aspects of the school's work, for example through assemblies, displays and the PSHE and RE Curriculum.
- Ensuring that due regard is given to the principles of Equality & Diversity with respect to all school policies.
- Encouraging staff to intervene in a positive way against any occurrence of discrimination.
- Treating all reports of incidents of unfair treatment, discrimination, harassment and victimisation with due seriousness. (And seeking advice from Human Resources where relevant)
- Provide the governing body with appropriate data to enable them to monitor equality.
- Making the Governing Body aware of any serious incidents involving equality

or diversity implications.

### 6.3 The Role of Staff

All individuals should have responsibility for:

- Contributing to the school with achieving the objectives and actions contained in the school Single Equality Scheme.
- Adhering to the School's Equality & Diversity guidance.
- Ensuring that all staff, adults and pupils are treated fairly, equally and with dignity and respect.
- Not discriminating against any member of staff, adult or pupil.
- Taking care when selecting classroom materials, paying due regard to the sensitivities of all members of the class and not using resources that are discriminatory in any way. Staff should strive to provide materials that give positive images of ethnic minorities and that challenge stereotypical images of all minority groups.
- Taking care when designing long term planning, paying due regard to the use of this guidance to direct the choice of topic to study, and in how to approach sensitive issues.
- Challenging any incidents of prejudice or discrimination and reporting to the Head Teacher or Governing Body as appropriate.

### 6.4 The Role of North Tyneside Council

North Tyneside Council (in partnership with Balfour Beatty), via the HR Advisory service, (where schools buy into the HR Advisory SLA) will support the school with;

- Providing advice, guidance and support to the School, the Head Teacher and its Governing Body in relation to equality and diversity issues.
- Supporting the School in the implementation and review of its Single Equality Scheme
- Supporting the School in developing and reviewing its Equality Action plan.
- Supporting the school with the training and development of School staff in relation to Equality & Diversity.

## **7. Recruitment, Retention and Progression**

The school should be committed to recruiting, retaining and progressing a diverse workforce by:

- Attracting applicants from all sections of the community.
- Advertising in a variety of publications, working with Job Centre Plus and other agencies to attract under-represented groups.
- Producing job descriptions and person specifications which are clearly related to duties.
- Using and accepting different formats such as large print, tape, disk or email for the recruitment process where available and appropriate.
- Making adjustments within the recruitment/assessment process where reasonable to accommodate specific needs and/or disabilities.
- Using appropriately trained staff to conduct interviews.
- Valuing life skills as part of the recruitment process. Competence gained through these experiences will be balanced against those gained through the normal route.
- Supporting all staff to achieve their potential through the School Appraisal process.
- Considering and pursuing reasonable adjustments to enable staff who are disabled or have a medical condition to enable them to remain in employment.
- Ensuring equal pay for equal value through the use of the agreed North Tyneside job evaluation process.
- Training and informing staff of issues and expected behaviours.
- Dealing effectively with incidents of discrimination.

The School should understand that a workforce that broadly reflects the community it serves has a greater understanding and ability to respond to pupils' and parents' needs.

## **8. Monitoring and Review**

The School should recognise that equality and diversity action and progress needs to be monitored and analysed. In order to do this the school should:

- Assess the impact of its policies, practices and procedures and where necessary set new targets. (See Equality Impact Assessment Template and guidance from the HR Advisory unit)
- Review the schools Equality and Diversity Guidance, Single Equality Scheme and Action Plan in line with current legislation and any other improvements identified.
- Monitor the recruitment and selection process, to ensure that no individual applying for a post at the school is discriminated against.

- Monitor the school behaviour and exclusions policies, to ensure that pupils from minority groups are not disadvantaged as a result of the application of these procedures.
- Monitor the use of services to ensure that each and every section of the wider community has equal and fair access to services provided.
- Monitor the non-use of school services and take action if barriers to access school services exist. It is suggested that the school could do this through the use of pupil data, parent, staff and governor questionnaires and other similar systems.
- Undertake workforce profiling, including the monitoring of school workforce and pupil demographics. Where this indicates under representation of particular equality groups, advice should be sought from the School Link HR Advisor and action taken where possible to improve the imbalance using the provision for positive action that exists within equality legislation.
- Recognise that the needs of all children and young people, their parents and staff working within the school are the key to successful policy, procedure and practice. At all times the school should seek to ensure true representation of the community by ensuring information is available in alternative formats and languages and that meetings are held in accessible buildings and at suitable times.

## **9. Equality Planning**

The school needs to develop a Single Equality Scheme and Equality Action Plan<sup>1</sup> to meet its objectives of fair treatment and equal representation within the workplace and in terms of education and service delivery. The school should integrate the actions arising from the Equality Action Plan into the school planning process so that all equality work is mainstreamed and recognised throughout the school as an essential element of delivering quality education, services and fair treatment. Development work will be undertaken to include equality actions into the school performance management system, allowing members of staff the opportunity to directly impact upon improvement in Equality and Diversity.

## **10. Occupational Health, Safety and Welfare**

The School has a responsibility to provide a safe working environment for all employees. It is recommended that schools publish and promote policies that support staff wellbeing. Example of policies which are designed to support staff include:

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<sup>1</sup> See Single Equality Scheme guidance and Equality Action plan template.

- Bullying and Harassment guidance
- Appraisal Policy & Procedure
- Capability Procedure
- Redundancy Policy & Procedure
- Leave of Absence Policy
- Attendance Management Policy
- Rarely Cover Policy
- Health and Safety Policy
- Grievance Procedure
- Group Dispute Policy & Procedure
- Dismissal Procedure
- Whistleblowing Policy

## **11. Complaints**

The School should encourage all stakeholders to make suggestions to improve its education provision and services. Where dissatisfaction exists service users should be encouraged to raise their complaint through the School's Complaints Procedure. This will allow any trends and equality/diversity issues to be identified.

Staff also should be made aware of the School Grievance procedure in the event that they wish to raise any concerns.

## **12. Single Equality Duty**

The Equality Act 2010 which harmonises discrimination law and strengthens the law to support progress on equality.

It is anticipated that the public sector Equality Duty will ask schools to have due regard to

- Eliminate unlawful discrimination, harassment and victimization;
- Advance equality of opportunity between different groups; and
- Foster good relations between different groups.

In order to meet the duty, it is recommended that each school has a Single Equality Scheme and Action Plan. It is also recommended that schools report on an annual basis on the outcome of your equality monitoring, equality impact assessments (EIA's) and progress which the school has made in relation to their Equality Action Plan.

The school will collect relevant information to meet the legal requirements to conduct equality analysis on employment policies and practice.

Any Equality Impact Assessments (EIAs) that have been undertaken will be published to demonstrate that:

- Any analysis undertaken by the school on policies and practices further the aims of the equality duty.
- Any information the school has considered when undertaking that analysis.
- Details of engagement the school has undertaken with interested parties concerning fulfilling the equality duty.