

Equality Opportunities & Information Policy

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1.About this policy

The Diamond Learning Partnership Trust (the Trust) aims to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning. We focus on transforming children's lives, unlocking their abilities and their life chances to provide excellent education, uncompromising pastoral care and nurturing development. We are committed to promoting equal opportunities throughout the Trust. The Trust aims to ensure that no employee, job applicant, pupil or other member of the Trust and its schools is treated less favourably on grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). 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. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers. This policy does not form part of any employee's contract of employment, and we may amend it at any time.

We welcome our duties under the Equality Act 2010. The school's general duties with regard to equality are:

- Eliminating discrimination.
- Fostering good relationships.
- Advancing equality of opportunity.

We will not discriminate against, harass or victimise any staff member, pupil, prospective pupil, or other member of the school community because of their:

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

We aim to promote pupils' spiritual, moral, social and cultural development, with special emphasis on promoting equality and diversity, and eradicating prejudicial incidents for pupils and staff. Our school is committed to not only eliminating discrimination but also increasing understanding and appreciation for diversity.

2.Roles and responsibilities

2.1 Board of Directors and Headteachers

The Trust's Board of Directors has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day to day responsibility for this policy has been delegated to Headteachers of the Trust's schools who are responsible for ensuring compliance within their school and reporting any concerns to the Board of Directors.

2.2 Management

Managers and the senior leadership team have a specific responsibility to set an appropriate standard of behaviour, lead by example and ensure that the staff members they manage adhere to this policy and promote the Trust's aims, visions and values with regard to equal opportunities. Staff will be given appropriate training on equal opportunities. Headteachers have overall responsibility for training.

2.3 All staff

All members of staff are responsible for promoting the Trust's equal opportunities policy and are obliged to familiarise themselves with, respect and act in accordance with this policy. If you have any questions about this policy or any suggestions regarding its content you should speak to the HR Department.

3.Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, pupils, parents, guardians, carers, visitors and other members of the Trust and its schools. This applies within and outside of our community, and on school trips or other events taking place outside of our schools or outside of school hours. The following forms of discrimination are prohibited under this policy and are unlawful:

3.1 Direct discrimination

Direct discrimination is where someone is treated less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

3.2 Indirect discrimination

Indirect discrimination is where there is 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.

3.3 Harassment

Harassment 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-Bullying and Harassment Policy.

3.4 Victimisation

Victimisation is a retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

3.5 Disability discrimination

Disability discrimination 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.

4. Recruitment and selection

4.1 Recruitment

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 HR Department, where possible.

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. We take steps to ensure vacancies are advertised to a diverse section of the labour market where possible and we may advertise to particular groups that have been identified as disadvantaged or underrepresented in the Trust.

4.2 Selection

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.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

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 HR Department or UK Visas and Immigration.

5. Staff training and promotion

Training needs will be identified through appraisals. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.Termination of employment

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

7. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

8. Part time and fixed term work

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.

9.Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-Bullying and Harassment Policy as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith may be treated as misconduct and dealt with under our Disciplinary Procedure

10.Links with other policies

This policy is supported by the following other policies and procedures:

- Staff Handbook.
- Anti-Bullying and Harassment Policy.
- Grievance Procedure.
- Disciplinary Procedure.
- Flexible Working Procedure.
- Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policies.
- Time Off for Dependents Policy