



## **POLICY FOR EQUAL OPPORTUNITIES FOR STAFF**

<b>Equal Opportunities for Staff Policy</b>		<b>Associated Policies</b>
<b>Last reviewed</b>	October 2019	Recruitment, selection and disclosures Policy
<b>Next review</b>	<b>October 2022</b>	Staff Code of Conduct
<b>Gov. sub-committee</b>	Finance and General Purposes	Staff Grievance Procedures
<b>Owner</b>	Bursar	Staff Disciplinary Procedures

### **EQUAL OPPORTUNITIES GENERAL STATEMENT**

Promoting equal opportunities is fundamental to the aims and ethos of Richmond House School ('the School'). The School is committed to a policy of equality and aims to ensure that no current or prospective staff members, current or prospective pupils or any other members of the school community are treated less favourably on the grounds of age, race, ethnicity, gender, sexual orientation, disability, religion or belief or other protected characteristics.

The School aims to comply with its obligations contained within the Equality Act 2010

Any behaviour, comments or attitudes that undermine this policy will not be tolerated.

### **RESPONSIBILITIES**

The School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities.

The Governing Body will continue to ensure that policies and procedures are in place to ensure that all members of the school community are treated fairly and with equality.

The Head Teacher and other members of the Senior Leadership team are responsible for implementing this policy and investigating and dealing with any breaches of this policy.

All members of School staff are expected to comply with this policy and report any concerns or breaches of this policy to the Head teacher or Bursar.

### **SCOPE OF THIS POLICY**

Richmond House School is an equal opportunities employer.

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who as a Protected Characteristic, in particular but not only, in relation to:-

- Recruitment and selection (please also refer to the Recruitment , selection and disclosures policy)
- Promotion, transfer and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

### **Implementation**

The School with the assistance of the staff will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
- Advertise vacancies and ensure job selection criteria are appropriate for the job.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.
- Monitor the composition of the School and the effects of its recruitment practices.
- Examine and review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that the language used in official communication reflects the letter and spirit of the policy.

### **Recruitment and Selection**

The staffing process is governed by the school's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Appointments will be confirmed on receipt of satisfactory references, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical fitness [(including a satisfactory medical report)] and satisfactory completion of a probationary period. Further details are contained within the Recruitment Selection and Disclosure policy.

### **Age**

The School will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. The School is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

The School does not include any age criteria in job advertisements or job specifications.

The School job application form does not request the age of any candidates as part of its recruitment process. Candidates are requested to complete an equal opportunities form for the purposes of monitoring its effectiveness in monitoring equal opportunities. Such information is not passed to the panel who shortlist or interview candidates.

### **Part time workers**

This Policy also covers the treatment of those employees and workers who work on a part-time basis. The School recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. The School also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

### **Disability**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact the Headteacher or Bursar to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Headteacher may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Bursar.

### **MONITORING**

The School actively monitors this Equal Opportunities policy. As part of this monitoring, we ask for job applicants to complete an Equal Opportunities monitoring form which includes their date of birth, details of their ethnic origin and details of any special arrangements which may need to be made. This form is not passed to the panel who shortlist or interview candidates.

## DEALING WITH ANY BREACH 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 discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally in accordance with the Anti-Bullying policy, or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

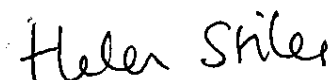
There will be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Examples of behaviour which is unacceptable and a breach of this policy (where there is discrimination or harassment on the grounds of one of the Protected Characteristics) are shown below:

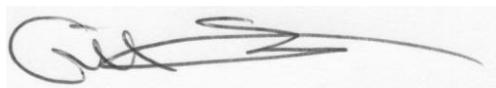
- Physical assault;
- Verbal or online abuse, insults, threats or intimidation;
- Making discriminatory comments;
- Excluding or encouraging others to exclude a person or group;
- Selection for training/promotion

Review Date October 2019

A review of this policy, through the Governing Body and the SLT, is undertaken within 3 years of the last review date.



Signed (Headteacher):



Signed (Chair of Governors):