



EQUAL OPPORTUNITIES FOR STAFF POLICY

Equal Opportunities for Staff Policy		Associated Policies
Last reviewed	September 2025	Safer Recruitment, Selection and Disclosures Policy
Next review	September 2028	Staff Code of Conduct Policy
Gov. sub-committee	Finance and General Purposes	Staff Grievance Policy
Owner	Bursar	Staff Disciplinary Policy
		Staff Anti-Harassment and Bullying Policy

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 fostering a diverse and inclusive working environment where all staff are treated with dignity and respect. The School aims to ensure that no current or prospective staff members is disadvantaged or discriminated on the basis of age, race, ethnicity, gender, sexual orientation, disability, religion or belief or any other protected characteristic as defined by the Equality Act 2010.

The School aims to comply with its obligations contained within the Equality Act 2010 and to complying with all employment and equality legislation.

The School actively promotes equality of opportunity and expects all members of the school community to uphold these principles.

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 ensures that policies and procedures are in place to ensure that all members of the school community are treated fairly and with equality.

The Headteacher and Senior Leadership Team are responsible for implementing this policy and addressing any breaches.

All staff are expected to comply with this policy and report any concerns or breaches of this policy to the Headteacher 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, the School is 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, the School shall regularly review the operation of its 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
- Promotion and training
- Terms and conditions
- Grievance and disciplinary procedures
- Termination of employment
- Conduct at work

Implementation

The School, with the assistance of the staff, will:

- Identify and remove barriers to equality
- Ensure recruitment criteria are job-relevant and inclusive
- Investigate all complaints of discrimination and harassment promptly, taking appropriate action where necessary
- Provide staff training on equality and inclusion
- Monitor workforce diversity and recruitment practices
- Use inclusive language in all communications

Recruitment and Selection

The staffing process is governed by the School's principles of non-discrimination and is designed to identify the best candidate based on merit, potential, and suitability for the role, ensuring:

- Fair and courteous and treatment of all applicants
- Use of validated selection tools where appropriate
- Social media searches and criminal record self-declarations for shortlisted applicants
- All offers of appointment shall be conditional on satisfactory completion of the pre-employment checks, as set out within KCSIE.

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's 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. Safer recruitment practices also mean that a passport and Birth Certificate are required to be brought to interview - this process is linked to the progressing any conditional offer and is not considered within the selection process.

Part time and Fixed Term Work

This Policy also covers the treatment of those employees and workers who work on a part-time or fixed term 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 the 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 an applicant or member of staff is disabled or becomes disabled, the School encourages the applicant or member of staff to disclose any disabilities so that reasonable adjustments can be made.

Adjustments may include:

- Modified recruitment processes
- Adapted work arrangements or equipment
- Flexible working hours

All requests are considered carefully and confidentially, with medical advice sought where appropriate. Adjustments are reviewed periodically to ensure continued effectiveness.

MONITORING

The School actively monitors the effectiveness of this policy through:

- Equal Opportunities monitoring forms (not used in selection decisions)
- Regular review of recruitment and employment practices

DEALING WITH ANY BREACH OF THIS POLICY


The School takes a strict approach to breaches of this Policy, which will be dealt with in accordance with the Disciplinary Policy and may result in disciplinary action, which could include dismissal for gross misconduct.

Staff may raise concerns either informally to the Headteacher or Bursar, or formally through the grievance procedure. Complaints will be treated in confidence and investigated as appropriate. Retaliation against complainants is strictly prohibited.

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):