



EQUALITY, DIVERSITY AND INCLUSION POLICY FOR STAFF

Responsible member of SLT: **Magdalena Jackson**

Review date: **October 2022**

Next review: **October 2023**

Policy Statement

Alton School is committed to encouraging equality, diversity and inclusion among our staff. This policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

The policy applies to Alton School's employees, whether permanent, temporary, casual, part-time or on fixed term contracts, to job applicants and to individuals such as agency staff and consultants who work for the School.

Alton School will not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation in any matters relating to employment, training and development. Alton School will also not discriminate against, or treat less favourably, anyone because they are perceived to have a protected characteristic or are associated with someone who has a protected characteristic.

All staff have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other staff, whether junior or senior to them. Alton School will also take reasonable steps to prevent harassment of its staff by people who are not employees e.g. parents, suppliers and contractors.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to the termination of employment, including redundancy.

Recruitment and promotion

All posts are advertised, either internally or externally as appropriate. Vacancies for Head and Deputy Head are always advertised nationally, save for in exceptional circumstances to be determined by the Headmaster and Chair of Governors.

All Directors and others with responsibility for recruitment are required to adhere to the guidance on fair recruitment procedures provided by Alton School and shall take steps to ensure that knowledge of vacancies reaches a wide labour market. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups.

Recruitment is done on the basis of matching skills, qualifications and experience with a person specification for the post in accordance with recommended best practice for ensuring equality of opportunity in employment.

Employment of ex-offenders

Many posts involve substantial opportunity for unsupervised access to children and are exempt from the Rehabilitation of Offenders Act, 1974. Applicants are therefore required to declare any criminal convictions, including those normally regarded as 'spent' under the Act. All candidates offered an appointment to an exempt post are required to obtain an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed, which will include details of cautions, reprimands or final warnings as well as convictions.

In the event that the Disclosure reveals a criminal record or other information of concern, this will be discussed with the candidate before a decision is made whether or not to confirm the offer of employment. In making this decision, Alton School will consider the nature of the offence and whether in the opinion of the School this makes the applicant unsuitable for the type of work to be undertaken or unacceptable to other employees, how long ago the offence was committed and the age of the prospective employee at that time, together with any other factors that may be relevant.

Pay and conditions

Alton School's pay policy and other employee benefits and policies apply to all employees. Part-time employees benefit on a pro-rata basis from the same pay bands and benefits as full-time employees.

Access to training and development

Training and development opportunities are open to all employees as appropriate, and all employees are entitled to discuss such opportunities in their annual appraisal. It is the School's policy that all newly qualified teachers are provided with an appropriate induction training programme in accordance with national guidelines.

Disability and access for people with disabilities

In this policy disability has the meaning set out in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Alton School encourages any employee who is disabled or becomes disabled in the course of their employment, to tell their line manager and the HR Advisor about their condition. This will enable the School to support its employees as much as possible. Alton School also encourages employees to advise their line manager and the HR Advisor of any reasonable adjustments to their working conditions or the duties of their job which they consider necessary or which would assist them in the performance of their duties. The line manager or HR Advisor may wish to consult with the employee and their medical advisor(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of the job. Nevertheless, there may be circumstances where it will not be reasonable for the School to accommodate these suggested adjustments and the School will ensure that it provides the employee with information as to the basis of its decision not to make any adjustments.

Alton School will continue to monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers in compliance with the Equality Act 2010. Where possible and proportionate Alton School will take steps to improve access for disabled workers and service users and the School has a published Accessibility Plan. Some of the School's existing premises are subject to listed buildings and other planning restrictions or cannot readily be modified.

Monitoring of policy implementation

To ensure that this policy is operated effectively and to identify those sections of the local community which may be under-represented in employment Alton School monitors racial origins, gender, disability, and age of its workforce.

Breaches of the policy

If an employee believes that they have been disadvantaged on any of the unlawful grounds listed in this policy they are encouraged to raise the matter through Alton School's grievance procedure. If an employee believes they may have been harassed on any of the unlawful grounds listed in this policy they are encouraged to raise the matter. Allegations regarding potential breaches of this policy should be made through the appropriate procedures and may be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under Alton School's disciplinary procedure.

If, after investigation, an employee is proven to have harassed another employee on the grounds of sex, sexual orientation, religion or belief, race, disability, gender reassignment or age or otherwise act in breach of this policy, she or he will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Alton School will take appropriate action with regards to serious breaches of this Policy.

This policy applies equally to Alton School's staff relations with pupils, visitors, clients, customers and suppliers. If, after investigation, an employee is proven to have discriminated against or harassed a pupil, client or supplier the employee will also be subject to disciplinary action.

Review

Alton School will regularly review and monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the equal opportunities statement by monitoring the composition of job applicants.

Alton School is committed to providing relevant training for all employees on their responsibilities and duties under this policy.