



## The Tiffin Girls' School

### EQUALITY AND DIVERSITY POLICY – EMPLOYEES

REVISED January 2020

#### Commitment to Equality and Diversity

1. The School is committed to promoting equality and diversity, providing an inclusive and supportive environment for all who work and study here. In the implementation of this policy we will:
  - 1.1. ensure that job applicants and employees are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, heritage group, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction;
  - 1.2. promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
  - 1.3. promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group;
  - 1.4. treat part time staff fairly and equally;
  - 1.5. challenge inequality and less favourable treatment wherever practicable;
  - 1.6. promote an environment where staff feel valued, supported and have access to appropriate advice and encouragement for their continuing development;
  - 1.7. promote an environment free of harassment and bullying on any grounds in relation to all staff.
2. We do not discriminate against staff on the basis of age, race, sex, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion, faith or belief (Equality Act 2010 protected characteristics). In addition, as part of our commitment to being inclusive, we do not discriminate against applicants who are ex-offenders (see paragraphs 16 – 25 below). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and governors treat visitors, volunteers, contractors and former staff members.
3. This policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available official guidance and relevant codes of practice

### **Responsibility for Implementation**

4. The Pay and Personnel Committee has responsibility for reviewing the policy at least every two years, to ensure it remains commensurate with the law and best practice.
5. The Senior Leadership Team will oversee the implementation of this policy.
6. The Headteacher has overall delegated responsibility for co-ordinating the day-to-day operation of the policies and procedures with the Senior Leadership Team.

### **Responsibility and Liability**

7. All members of staff remain personally responsible for ensuring that they act within the law. The Senior Leadership Team are responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly. All forms of discrimination by any person within the school's responsibility will be treated seriously as such behaviour is unacceptable and may lead to disciplinary action.

### **Related Policies**

8. All the School's policies will reflect this Equality and Diversity Policy statement.

### **Recruitment, Selection and Promotion**

9. Those involved in making appointments will ensure that in recruitment procedures any advertisements, job descriptions, short listing and interview procedures are without any direct or indirect discrimination, unless there is a specifically exempt area, for instance relating to sex and decency.
10. The recruitment and selection process is crucially important and governors will endeavour through appropriate training to ensure that those making selection and recruitment decisions do not discriminate in making these decisions.
11. Job descriptions will be in accordance with this policy statement and any job requirements will be reflected accurately in any person specifications.
12. All applicants applying for posts at the school will receive fair treatment and will be considered solely on their ability to do the job. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
13. Shortlisting and interviewing will be carried out by more than one person, in accordance with the school's Recruitment and Appointments policy.
14. Promotion and advancement will be on merit and all decisions related to the same will be made within the overall framework and principles of this policy.
15. In accordance with the current statutory code of practice on English language for public sector workers, where the school has identified that a particular role requires the incumbent to speak English fluently, the job advertisement and person specification will make reference to the standard of English required. The interview process will contain ways of measuring all applicants against the fluency standard expected.

### **Employment of ex-offenders**

16. The school complies fully with the Disclosure and Barring Service code of practice and with the statutory guidance 'Keeping Children Safe in Education'. The school undertakes to treat all

applicants for positions fairly. The school selects candidate for interview based on their skills, qualifications and experience.

17. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
18. It is almost always the case that employment positions in the school are considered to be in regulated activity and will therefore require an enhanced DBS with Barred List check. Please see the school's 'Volunteers, Visitors, Supply Staff and Contractors' policy which sets out DBS requirements with regard to those groups. For those employment and voluntary positions where a criminal record check is identified as necessary because it is in regulated activity, all application forms, job adverts and recruitment information packs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
19. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
20. The school can only ask an individual about convictions and cautions that are not protected.
21. The school ensure that all members of the Senior Leadership Team who are conducting interviews have received safer recruitment training which covers DBS checks.
22. The school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders through the safer recruitment training.
23. At interview, or in a separate discussion, the school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Further details regarding risk assessments for appointment of candidates with a conviction is set out in the school's Recruitment and Appointments policy.
24. The school makes all applicants who could be a subject to a criminal record check aware of the existence of the DBS code of practice and makes a copy available on request.
25. The school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Age and Retirement**

26. The Governing Board recognises that there cannot be any default retirement age and therefore employees will only be judged on their performance.

### **Awareness**

27. This policy is available on the school website and circulated to staff as and when reviewed by the Governing Board.
28. On appointment, and by virtue of signing the Staff Code of Conduct, staff are agreeing to the terms of this Equality policy as directed in that Code of Conduct.
29. A hard copy of this policy is available in the staffroom.

## Monitoring and review

30. The governors will monitor the impact of this policy statement to determine its effectiveness, through the school's self-evaluation procedures including, where appropriate, review of the employment records of all employees. Anonymous data is shared annually with the Pay and Personnel Committee of Governors.
31. Monitoring may include:
  - 31.1. The collection and classification of information regarding heritage group, gender and disability of current employees.
  - 31.2. The examination by heritage group, gender and disability of the distribution of employees and the success rate of applicants.
  - 31.3. Examining the recruitment, training and promotional records of all employees, including any decisions and the reasons for them.
  - 31.4. Monitoring of applicants to ensure that the principles of the policy statement are being applied and so to assist in the answering of any complaints from unsuccessful candidates.
  - 31.5. The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy statement. Consideration will be given if necessary to adjusting the policy statement to afford greater equality of opportunity to all applicants and employees.

## Equality Aims

32. **Disability:** if employees are disabled, or become disabled, they are encouraged to tell the school management about their disability so that appropriate support can be offered, or adjustments made where possible. The school will monitor the premises to consider whether they place disabled employees or applicants at a substantial disadvantage compared to other staff. Where reasonable, the school will take steps to improve access.
33. **Age:** the school will review policies to ensure that they comply with age discrimination legislation.
34. **Gender:** the school will review policies and working practices to ensure that they comply with relevant legislation.
35. **Sexual Orientation:** the school will ensure that policies and working practices comply fully with legislation on sexual orientation.
36. **Religion:** The school respects the needs and requirements of people who adhere to a range of cultural and religious beliefs. Where possible, adjustments to working practices or premises will be made where an employee has a particular religious requirement.
37. **Heritage Group/Race/ethnic origin:** The school will ensure participation of all heritage groups in all its activities including recruitment, training and development. Monitoring will be undertaken to identify any areas of inequality.
38. Bullying or harassing members of staff on the grounds of disability, age, gender, sexual orientation, religion or race/ethnic origin, or behaving in a way which is racist, discriminatory or harassing, is unacceptable and colleagues found to be doing so are likely to be dealt with under the school's disciplinary procedure.