



# Equal Opportunities Policy

(ratified by the Full Governing Body on 16<sup>th</sup> October 2018)

Review Cycle: 1 Year – Autumn Term

Review By: Leadership Team, HR Sub-Committee

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**This policy outlines the position of the Academy with regards to Equal Opportunities. Alcester Academy aims to ensure that it effectively complies with the Equality Act 2010.**

### **Introduction**

**Alcester Academy is committed to achieving the highest standards of employment and student admission practice. Equality of Opportunity for all sections of the workforce and student body is an integral part of this commitment. The Academy will not tolerate less favourable treatment on grounds of sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs, spent offences or any other reason which cannot be shown to be justified.**

Alcester Academy is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

The Academy is therefore committed to a policy and practice which requires that, for students, admission to the Academy will be determined on the basis laid down in the agreement with the Department for Children, Schools and Families. For staff, entry into employment with the Academy, training opportunities and progression within employment will be determined only by personal merit and by the application of criteria which are related to the duties and conditions of each particular post and the needs of the Academy concerned.

The Academy recognises that it is essential to provide equal opportunities to all persons without discrimination and provides guidance and encouragement to employees and students at all levels to act fairly and prevent discrimination on the grounds of sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs, spent offences, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. This refers to staff, parents, students and other stakeholders to include visitors to the school.

### **Definition of Discrimination**

(a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs, spent offences, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

(c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs, spent offences than persons in another group and which is not objectively justifiable in the given situation. Examples include:

- seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
- demanding technical qualifications for a job which are not strictly necessary;
- sending only full time employees on training courses.
- Placing inconsistent entry requirements on student admissions.

### **Statement of policy**

- Subject to statutory provisions no applicant for admission as a student, or for a staff appointment, or student, or member of staff, will be treated less favourably than another on the grounds of sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs, spent

offences than persons in another group and which is not objectively justifiable in the given situation.

- As such the Academy will take active steps to promote good practice. In particular the Academy will adhere to the following equality objectives:

Promote equality of opportunity;

Promote good relations between people of different racial groups, between women and men and between disabled and non-disabled people;

Have due regard to the need to eliminate discrimination on grounds of race, sex, disability, and all other grounds set out in the Equality Act 2010;

Subject its policies to continuous assessment in order to examine how they affect all under-represented groups, especially ethnic minority students and staff, women, and disabled students and staff, and to identify whether its policies help to achieve equality of opportunity for all these groups, or whether they have an adverse impact;

Monitor the recruitment and progress of all students and staff, paying particular attention to the recruitment and progress of ethnic minority students and staff, women, and disabled students and staff;

Promote an inclusive culture, good practice in teaching, learning, and assessment, and good management practice, through the development of codes of best practice, policies, and training;

Take positive action wherever possible to support this policy and its aims.

### **Admissions, Recruitment and promotion**

(a) Advertisements for all student places and vacant employment posts within the Academy will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability. Information about student places and vacant employment posts will be provided in such a manner that does not restrict its audience in terms of sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs or spent offences.

(b) Prospectuses and recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the student entry or vacant post to this particular group, in which case this must be clearly stated.

(c) All employment vacancies, including acting up and cover opportunities will be circulated internally.

(d) All descriptions and specifications for employment posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All employment selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### **Employment**

(a) The Academy will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) The Academy will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### **Training**

(a) Employees will be provided with appropriate training regardless of sex, race, colour, nationality, ethnic or national origin, part-time and fixed term contract status, disability, marital status, sexual orientation, responsibility for dependants, age (below the national retirement age), trade union or political activities, religious beliefs or spent offences.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager, the Business Manager or the Head teacher.

### **Monitoring**

(a) It is the responsibility of the Business Manager to ensure that all aspects of this policy are kept under review and are operated throughout the Academy.

(b) Where it appears that students or prospective students or applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain students or employees and, if so, whether these are justifiable.

### **Grievances and victimisation**

(a) The Academy emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under its Disciplinary Procedure.

(b) If any person admitted as a student or appointed as an employee considers that he or she is suffering from unequal treatment on any of the above grounds in his or her admission, appointment, or progression through the Academy, he or she may make a complaint (see Complaints Policy), which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

### **Obligations on Students and Employees**

Students and Employees of the Academy must be aware of their responsibilities as well as the Academy's commitment to equal opportunities. The obligations include:

(a) Co-operation with measures introduced to ensure there is equality of opportunity and non-discrimination in employment and education provision matters.

(b) Ensuring that all employees with the responsibility for service delivery arrangements, selection decision in recruitment, promotion or training, do not discriminate, failing which appropriate action will be taken against the employee.

(c) Not persuading or seeking to persuade others in the Academy to practice unlawful discrimination.

(d) Drawing the attention of management to suspected discriminatory acts or practices.

(e) Offering protection from victimisation to employees or students who have made complaints or provided information about instances of discrimination and harassment.

This policy will be reviewed annually.

The Governing Body will review this policy annually and assess its implementation and effectiveness.

The policy will be promoted and implemented throughout the Academy.

**Signed:** \_\_\_\_\_ **Chair of Governors**

**Signed:** \_\_\_\_\_ **Headteacher**

**Date:** \_\_\_\_\_