



The Abbey School

A Business and Enterprise Academy

Equality and Diversity Policy

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Currently Under Review

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Introduction

The Abbey School is committed to providing and supporting an environment that promotes equality of opportunity for all members of staff, students and visitors and the promotion of Fundamental British Values. Details of these are contained in the Prevention of Extremism and Radicalisation Policy which should be read in conjunction with the Equality and Diversity Policy.

Scope

This Policy applies to all members of staff and students, visitors, contractors, sub contractors, service providers, and any other persons associated with the functions of The Abbey School.

Visitors and Members of the Public

The Abbey School recognises that many members of the public use and visit our site for the Business Incubator Units, Restaurant, Fitness Suite and Sports Centre or attend conferences on site. The School takes seriously its responsibility to these people and affirms that they will be treated with respect for their rights. Likewise, it is not acceptable for staff or students to be treated unfairly by service users of visitors.

Procurement

All contractors, tendering organisations, members and clubs are expected to comply with our Equality and Diversity Policy.

Policy Statement

- It is the policy of The Abbey School that people are not privileged or subject to less favourable treatment on the grounds of any of the protected characteristics, which are:
- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

The Abbey School recognises that members of staff and students may have a range of aspirations and goals and wishes to provide a positive working and learning environment where diverse skills and experiences are applied to learning and teaching, support services, research, consultancy, administration and management. The school is recognised as a Investor in People and has achieved Investors in Careers.

All staff and students should have equal access to the full range of institutional facilities and adjustments to working and learning practices are considered wherever appropriate in order to accommodate a more diverse school community.

The Abbey School seeks to become an institution that empowers the disadvantaged, promotes good relations between members of all groups, and is representative of its local, national, and global community in terms of staff and student profiles.

An Equality and Diversity Policy cannot succeed without the active support of the entire school community. The Leadership Team has ultimate responsibility, managers have direct day to day responsibility, and all members of staff and students have personal responsibility for its implementation, as outlined below.

Equality and Diversity are integral to policy formulation, planning and projects and programmes. In order to fulfil our public sector duties under current legislation, Impact Assessments and monitoring will be undertaken.

The Abbey School takes the above responsibilities very seriously and will investigate any allegations of discrimination and take action as appropriate. It will seek to resolve any conflicts arising from differences in culture, background or expectations in accordance with this policy, procedure and guidance

Definitions

This Policy uses the following definitions from current employment legislation and advisory bodies such as Advisory, Arbitration and Conciliation Service (ACAS).

Diversity describes the range of visible and non-visible differences that exist between people.

Discrimination takes place when an individual or a group of people is treated less favourably than others because of factors unrelated to their merit, ability or potential.

Direct discrimination occurs when factors unrelated to merit, ability or potential of a person or group are used as an explicit reason for discriminating against them.

Indirect discrimination occurs when there are rules, regulations or procedures in place that have a discriminatory effect on certain groups of people.

Positive action is the deliberate introduction of measures to eliminate or reduce discrimination, or its effects. It is not about special treatment for any one particular group, but the fair treatment of all people. It is distinct from positive discrimination which is unlawful.

Equal pay means that men and women must be paid the same rates or be on the same scales where they are doing the same work, or work of equal value, or like work.

Bullying can be defined as persistent actions, criticism or personal abuse, either in public or private, which humiliates, denigrates, undermines, intimidates or injures the recipient.

Harassment is unwanted conduct which may create the effect (intentionally or unintentionally) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning, working

or social environment or induces stress, anxiety, fear of sickness on the part of the harassed person.

Victimisation is punishing or treating an individual unfairly because they have made a complaint, or are believed to have made a complaint, or to have supported someone who has made a complaint. It is unlawful, as is post-employment victimisation.

“Whistle blowers “Act offers protection to workers who disclose information outside the organisation in cases where the matter has been raised internally and not been resolved as a result. The complaints procedure outlined in this policy and the Harassment, Discrimination and Bullying Policy (outlined in the Dignity at Work and Study Policy) offer an internal route for resolution of complaints specifically for issues related to equality and dignity at work. The Abbey School’s “Whistle blowing” policy may also be appropriate for these and other matters.

Legal Framework

The law covers the following:

- Recruitment
- Terms of employment (including pay)
- Treatment while employed (including access to training and promotion)
- Dismissal
- Direct discrimination
- Indirect discrimination
- Victimisation and harassment
- Civil Partnerships Act 2004
- Disability Discrimination Act 1995
- Disability Discrimination Amendment Act 2005
- Employment Equality (Age) Regulation 2006
- Employment Equality (Religion or Belief) Regulation 2003
- The Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Sexual Orientation) regulation 2003
- Equal Pay Act 1970 (Amended)
- Equality Act 2006
- Gender Recognition Act 2004
- Race Relations Act 1976
- Race relations Amendment Act 2000
- Race relations Act 1976 (Amendment) Regulation 2003
- Racial and Religious Hatred Act 2006
- Sex Discrimination Act 1975, 1986
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- Employment Rights Act 1996
- Maternity and Parental Leave etc. Regulations 1999
- Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Employment Act 2002 including Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations
- Public Interest Disclosure Act 1998 (whistle blowers” Act)
- Special Education Needs Act (SENDA) 2001
- Rehabilitation of Offenders Act 1974 as amended
- The Human Rights Act 1998
- Protection from Harassment Act 1997

Grounds of Discrimination

Avoiding discrimination

Any staff member, job applicant, student and prospective student, or visitor who believes that he/she may have been the victim of discrimination, harassment or victimisation shall have full right of protection under the school's Complaints Policy and Grievance Policy. The Abbey School is committed to investigating and resolving all complaints under these policies in line with best practice.

The school will monitor all grievances, disciplinary and capability proceedings, recruitment, promotion, pay and performance. If monitoring reveals evidence of any form of discrimination, remedial action and in some cases, positive action, will be taken to redress it.

Monitoring will be conducted through the completion of the Equality and Diversity Monitoring form, which will be completed by the line manager (or appointed person if the complaint involves the line manager) at the conclusion of any investigation resulting from a complaint of discrimination.

The form will report if there are pertinent issues which need to be referred to the senior management team, for consideration and possible policy change.

Race

The Abbey School does not accept any form of racial discrimination against any member of staff, job applicant, student, or prospective student because of their race or perceived race, colour, nationality (including citizenship) ethnic or national background, or religious beliefs.

All members of the school's community have a duty to make sure that their working and learning environment is free from prejudice and victimisation.

The school's **Single Equality Scheme** incorporates the Race Equality Policy and provides a framework to tackle racial discrimination and promote race awareness. The SES has an action plan which has specific actions for race equality.

Gender

The Abbey School will not treat any staff member, job applicant, student, or prospective student less favourably because of their gender, whether they are male or female. The school will also not discriminate against anyone because they have changed, or are undergoing a change of sex (transsexual) and will support students and staff for whom gender reassignment grounds apply.

The school will monitor staff profiles with regard to gender and identify and address any imbalances through the implementation of the **Single Equality Scheme**. The school will monitor students' academic performance and attendance by gender and address any issues that arise from such monitoring.

Sexual Orientation

The school recognises that many lesbian, gay and bi-sexual people perceive and sometimes experience exclusion in social, academic and work-related activities, and it will continue to work towards an environment where all people feel able to be open, should they choose, about their sexuality. The school takes seriously the new rights under the Civil Partnership Scheme for staff.

The school's **Single Equality Scheme** incorporates Employment Equality (Sexual Orientation) regulations and it will work proactively to promote awareness and tackle and discrimination.

Disability

The Abbey School will not discriminate against members of staff, students, job applicants, prospective students, or visitors because of a disability, or perceived disability. The school welcomes applications from people with disabilities, values the contribution of existing staff with disabilities, and will treat staff fairly should they become disabled. The school is committed to support and enable students with disabilities, impairments or learning difficulties to take part in all aspects of the school's academic studies, social programmes, visits and field trips.

The school's **Single Equality Scheme** incorporates the Disability Equality duty, and provides a framework and strategy to raise awareness of disability in work and study proactively. The SES has an action plan which has specific actions for disability.

Age

The school will not discriminate against any staff member, job applicant because of age, or perceived age. The school will not use age, age-related criteria or age ranges in any recruitment and publicity material or internal and external advertisements, unless it is to take positive action. All staff members will have equal rights to training, promotion and other aspects of career development. Age will not be used to justify a failure to promote or train a member of staff.

The school's **Single Equality Scheme** incorporates age legislation and promotes age awareness proactively through its action plan.

Religion and Beliefs

The Abbey School will not discriminate against any staff member, job applicant, student, or prospective student because of cultural or religious beliefs or perceived beliefs. Where cultural or religious needs may conflict with existing working or learning requirements, the school will make adaptations, where practicable, to meet those needs. For example prayer times, dress codes or religious holidays. All members of the school are expected to take account of rights and reasonable sensitivities of others in pursuing their own observance.

The **Single Equality Scheme** incorporates the Employment Equality (religion and belief) regulations and will work proactively to provide an environment in which individuals can practice their religion free from harassment and discrimination.

Students

See The Abbey School Admissions Policy.

Curriculum, Teaching and Assessment

The school, through its Learning and Teaching, and Pupil Issues Committee will ensure that teaching, learning and facilities are organised to ensure practical and reasonable equality of access, where this will enhance the learning experience, through curricula which are accessible, relevant, appropriate and responsive to a variety of student needs. This applies particularly to students with caring responsibilities, religious requirements, physical or mental impairments, non-traditional educational backgrounds, and non-native English speakers. The curriculum must value and nurture an increasing diversity among students and be open to a wide variety of social and cultural perspectives.

Recruitment and Selection

The Abbey School will advertise posts outlining the relevant skills, qualifications, knowledge, competencies, and experience necessary for the job in order to attract the best applicants, unless it is to take positive action to welcome applicants from groups which do not usually apply, or are underrepresented in the workforce or in the grade being advertised.

Short Listing and Interviews

The school will produce a shortlist of job applicants who, from the evidence available, appear to have the necessary skills and abilities in relation to criteria stipulated in the job description/person specification.

The school will ensure that all staff members who are involved in short listing or interviewing job applicants or involved in other selection processes, are trained in line with statutory policies on equality and diversity, and act within them.

The school will monitor job applications, short listing, interviewees and appointments, in application for both permanent and temporary positions, with regards to age, ethnic origin, disability, gender. If monitoring reveals evidence of any form of discrimination, remedial action will be taken to redress it.

Employment

Equal pay

The Abbey School supports the principle of equal opportunities in employment and believes as part of that principle that staff of different age, race, colour, nationality, ethnic or national origin, disability, sexual orientation, gender (including staff who have undergone gender re-assignment) marital or parental status, religion, political belief or socio-economic background and with/without trade union membership, should receive equal pay for the same or broadly similar work, for work related as equivalent and for work of equal value.

The school recognises its responsibility to uphold this fundamental principle of European Community Law and Equal Pay legislation (1970) and recognises that to achieve equal pay for staff members undertaking equal work, a rewards system which is transparent should be operated based on objective criteria and free from any bias.

Job descriptions

All staff members have a job description, which outlines a clear view of his/her role within the school and of the results he/she needs to achieve. These expectations will be made clear at the start of the employment.

If any employee changes roles during his/her employment he/she will be given a job description for his/her new role.

All job descriptions will be kept up-to-date following regular review by discussion between the individual staff member and the line manager/reviewer.

Appraisal

The Abbey School requires all staff to discuss how effectively they have been working and how their effectiveness and contribution can be improved, at an annual appraisal meeting and during interim reviews.

Continual Professional Development and promotion

All staff members have equal rights to training, promotion and other aspects of career development. Merit, ability and requirements of the job will be the only justification in promoting or training a staff member.

The Headteacher will publish a report to Governors on an annual basis regarding all staff training undertaken within the school and on external courses. Heads of Learning and Subject Leaders report to the Headteacher within the annual Self Evaluation meeting on the CPD undertaken within each department and the impact it has had on learning

Work-Life Balance

The school recognises, accepts and values staff members' different needs including childcare, eldercare and personal development as it outlined in the policy work life balance.

Confidentiality

The Abbey School will protect the confidentiality of any equal opportunities monitoring data on staff or students, and will safeguard any information disclosed voluntarily within the regulations set by the Data Protection Act 1998. The information will be used for statistical purposes only and the school will safeguard the confidentiality of personal information disclosed.

Responsibilities for Implementing the Policy

The Senior Leadership Team and the Director of Inclusion has primary responsibility for this Policy which it will carry out through regular reports and monitoring.

Each member of the Senior Leadership Team, supported by the Personnel Manager has the responsibility to ensure that the Equality and Diversity Policy is put into practice in the areas for which he or she has responsibility. Senior and middle leaders also have prime responsibility for the promotion of equality in every department.

Heads of Learning and Subject leaders

Heads of Learning and Subject Leaders are responsible for ensuring that this Policy is applied within their Departments and should attend training and briefing sessions to keep themselves up-to-date with developments and legislation. It is their duty to:

- Deal with any issues in the first instance
- Ensure staff are properly briefed and trained
- Comply with this policy

Members of Staff

All members of staff and PGCE students have the responsibility to:

- Comply with this Policy and co-operate with their Line Manager
- Treat others with respect at all times
- Actively discourage discriminatory behaviour/practice
- Participate in training and wider learning opportunities to eliminate prejudice and extend good practice

Students

All students are encouraged to follow the school values: RESPECT

- Treat everyone with respect and dignity, whatever their background
- Avoid degrading and stereotypical images of such references to minority groups
- Treat other students as individuals and refrain from discriminatory or harassing behaviour which relates to current or historical conflict between people of different racial groups

These principles are discussed in School House Councils and assemblies.

Monitoring and Review

Impact Assessment: All policies will be reviewed on a rolling basis to ensure their effectiveness in achieving equality of opportunity, and in particular to assess their impact on the development of racial equality and in promotion of good race relations and disability equality.

Although overall responsibility lies with the Senior Leadership Team, it is the responsibility of Heads of Learning and Subject Leaders for initiating these in their area of operation.

Communication and Consultation

An annual report will be made to Governors, at the first FGB in September by the Director of Inclusion, on the progress of the Single Equality Scheme. The Equality and Diversity Policy has been in place for several year and is fully imbedded throughout the school.

The annual report to Governors will report on any necessary policy changes in light of conclusions reached in the investigations of complaints, where policy change is recommended in order to make improvements.

Complaints

Students, staff or members of the public may approach the Director for Schools at any time if they believe there has been a contravention of these policies or procedures.

This policy should be read in conjunction with the schools policies regarding the protected characteristics.

Appendix 1 - Abbey School Equality and Diversity Monitoring Report Form

<p>Abbey School Equality and Diversity Monitoring Report Form</p> <p>Line manager or appointed person to complete at the conclusion of an investigation into a complaint, made in accordance with the Equality and Diversity Policy. Completed forms should be sent to the Human Resources Manager and copied to The Director of Inclusion, for referral to the Senior Management Team.</p> <p>Person completing form.....</p> <p>Position.....</p> <p>Date.....</p>
<p>Nature of complaint without naming individuals.</p>
<p>Action taken/ conclusion</p>
<p>Recommendation for policy change to enable improvement.</p>

Approved by the Teaching and Learning Committee on:

Signed.....

Date.....

Next review on.....