



# Equality Policy

**DAME HANNAH ROGERS SCHOOL  
EDUCATION**

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### **POLICY STATEMENT**

Dame Hannah Rogers Trust is an equal opportunities employer and is fully committed to supporting, developing and promoting equality and diversity in all its practices and activities. The Trust aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. The Trust recognises the right of every person to be treated in accordance with these values.

The Trust will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, pregnancy and maternity or disability. The Trust will not condone any form of discrimination, bullying or harassment, whether engaged in by employees or by outside third parties who do business with the Trust.

### **SCOPE**

This Policy applies to all staff at the Trust, and brings together the equality and diversity legislation and the various strands of work the Trust is undertaking.

Employees have a duty to co-operate with the Trust to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Action will be taken under the Trust's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

You should draw the attention of your line manager to suspected discriminatory acts or practices. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct in accordance with the Trust's [Disciplinary Policy and Procedure](#).

The Trust ensures equality and diversity through its policies and procedures relating to young people / adults. These are available from your line manager, Human Resources or on the public folder

### **ROLES AND RESPONSIBILITIES**

The Trust recognises its responsibility as an employer for setting standards of fair treatment and ensuring the organisation is free from harassment, victimisation and discrimination. Our commitment to equality spreads across the entire employment relationship from recruitment to employment end. It will touch every aspect of the employment period including promotion, training, pay, time off, part-time working, maternity leave and other terms and conditions of employment.

The Chief Executive has overall responsibility to ensure that this policy is consistently applied.

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Heads of Department have a responsibility to ensure the implementation of the policy in their department.

Director of People will retain an overview of equality and diversity in relation to staff issues and legislation and provide support to managers and employees.

All employees have a duty to co-operate with the Trust to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying.

### **RECRUITMENT, SELECTION AND RETENTION**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The Trust is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

In order to achieve these objectives, the Trust will ensure that:

#### **Employment Practices**

- a) Selection criteria relate to job requirements and are not discriminatory by asking for inappropriate qualifications or experience.
- b) Job descriptions and person specifications are not discriminatory and the wording will be limited to those requirements that are necessary for the effective performance of the job.
- c) Job advertisements are not, without proper reasons, confined to publications or worded in such a way as to exclude applications either individually or of a particular group
- d) Every job is open equally to all applicants with the required qualifications, except where there is a genuine occupational requirement
- e) Those with responsibility for staff are accountable for ensuring that no form of discrimination occurs in the recruitment, selection, promotion and training of employees
- f) During selection, the selection criteria will be consistently applied to all applicants, unfounded assumptions will not be made and the same questions will be asked of all applicants
- g) The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.
- h) With disabled job applicants, the Trust will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.
- g) Enquiries will be made into suspected cases of direct or indirect discrimination. Any such practices will be stopped and disciplinary action may be taken against the individuals concerned.
- h) Induction and training programmes address the awareness of employees and their attitudes, behaviour and use of language when communicating with young people / adults and colleagues
- i) The grievance procedure is available to any employee who considers that they may have been unfairly discriminated against

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- j) Trust policies and procedures shall be kept under review to ensure compliance with equal opportunities

See [Recruitment and Selection Procedure](#) for full details of employment practices

### TRAINING AND PROMOTION

The Trust will train all line managers in the Policy and procedures on equality and diversity and related issues and in helping them identify discriminatory acts or practices. Line managers will be responsible for ensuring they actively promote equal opportunities within the departments for which they are responsible.

The Trust will also provide training to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment that is free of bullying and harassment.

### COMMUNICATION

- Equality and Diversity issues are addressed as part of the induction process. Information is provided on legislation and the conduct expected from members of staff.
- Staff will be informed of this policy through training.
- This policy will be available on the public folder and through line managers and Human Resources Team.

### REPORTING COMPLAINTS

All allegations of discrimination will be dealt with seriously, confidentially and speedily.

It is important to recognise that unless discrimination is reported it may go unnoticed and therefore unaddressed.

If you wish to make a complaint of discrimination, you should follow the following steps:

1. First of all, report the incident to your line manager. If you do not wish to speak to your line manager, you can instead speak to an alternative manager or to a member of the Human Resources Team.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. A complaint can be raised through the Grievance Procedure. This is designed to resolve work related concerns and problems as quickly and fairly as possible.
4. Employees with general equality and diversity concerns can raise issues with their line manager in the first instance.

Employees will not be penalised for raising a complaint, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

If the complaint is upheld and the discriminator remains in the Trust's employment, the Trust will take all reasonable steps to ensure that the employee does not have to continue working alongside him or her if they do not wish to do so, although this will be dependent on business needs.

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If the complaint is not upheld, arrangements will be made for the employee and the alleged discriminator to continue or resume working and to repair working relationships.

The Trust is committed to dealing with any unfair treatment or discrimination promptly and effectively. Action will be taken under the Trust's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

In addition, line managers who had knowledge that such discrimination had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Trust's disciplinary procedure.

Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

### **MONITORING STAFF STATISTICS**

The purpose of monitoring staff statistics is to enable the Trust to assess the implementation of this policy.

The Trust collects the following statistical information on existing employees and those seeking employment:

- Age
- Whether or not they have a disability
- Ethnicity
- Gender

This information is kept confidential.

### **EQUALITY STANDARDS**

Employees of the Trust work to help young people / adults realise their highest potential, physically, educationally and emotionally.

In order to ensure these practices are carried out, employees are encouraged to:

- a) Challenge prejudice and discrimination in relation to both young people / adults and colleagues
- b) Recognise, acknowledge and encourage the development of young people / adults strengths
- c) Examine their own attitudes and increase their own self-awareness
- d) Identify their own needs in order to improve their practices
- e) Develop and support positive work with young people / adults
- f) Consider the way they communicate with young people / adults and each other both orally and in writing
- g) Consider the way they administer rewards and sanctions, allocated tasks and assess the abilities / aptitudes and performance of young people / adults

In this way, it is hoped that the Trust will be able to demonstrate its commitment to providing opportunities for both its young people/ adults and staff to realise their full potential.

### **TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES**

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, pregnancy and maternity or disability.

### **DEFINITIONS**

#### **DISCRIMINATION**

##### **Direct Discrimination**

To treat a person, for a reason, which relates to their race, colour, nationality, ethnic or national origins, religion or belief, gender, gender reassignment, sexual orientation, marital status, civil partnership status, hours of work, disability or age, pregnancy and maternity less favourably than others are, or would be treated in the same or similar circumstances.

##### **Indirect Discrimination**

Applying a provision, criterion or practice which, although applied equally to all employees, is such that:

- a considerably smaller proportion of one group can comply with it
- it cannot be shown to be justifiable on non-discriminatory grounds, eg for operational reasons
- it is to the detriment of the particular group because they are unable to comply with it

##### **Discrimination by Victimisation**

This occurs where an employee is treated less favourably because they have made allegations or brought proceedings under these acts; or given evidence or information in support of such proceedings or allegations.

##### **Genuine Occupational Requirements (GOR's)**

Employers may place advertisements limiting employment to one social group if there is a genuine occupational requirement, that is, the job requires a person of a particular social group for the role such as:

- it is necessary to preserve decency or privacy
- the post is in an establishment such as a hospital, prison, etc which is single gender
- the job includes the provision of personal services to a group which can be most effectively provided by a person of this social group
- the job has restrictions imposed by laws relating to the employment of that social group
- the job involves the individual conducting intimate searches pursuant to statutory powers (eg the Police and Criminal Evidence Act)
- the job involves working in a private home and reasonable objection can be shown because of the intimate contact needed

*This policy is non-contractual and the Trust reserves the right to change this policy in line with legislation, ACAS guidelines, best practice or the needs of the business. The most recent version usurps all other versions and an up to date Policy can be found on the Portal, with the line manager or with Human Resources.*



## AMENDMENT RECORD AND REVISION HISTORY

Procedures are reviewed annually to ensure relevance to the system and processes.

A record of contextual additions or omissions is given below.

Date	Page	Addition or Omission	Context	Initial	Version

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### In Confidence

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