

Equal Opportunities Policy

2017-18



Policy last reviewed August 2016

Description: The aim of this policy is to communicate the commitment of the governing body to the promotion of equality of opportunity. It is the policy of the governing body to provide employment equality to all.

Implementation Date: September 2016

I Policy Statement

- I.1 Kensington Aldridge Academy is committed to provide employment equality to all, irrespective of:
- Gender, marital, civil partnership or family status
 - Pregnancy or maternity leave
 - Sexual orientation
 - Gender reassignment
 - Racial group (*to include colour, race, nationality, ethnic or national origin*)
 - Age
 - Disability
 - Trade union membership or non-membership
 - Criminal record (*a person's criminal record will be seen within the context of the post, the ability to do the job and the employers responsibility for child protection, for the care of funds, resources, the public and other employees. Only offences relevant to the post in question will be considered.*)
 - Religious belief and political opinion
- I.2 KAA is committed to encouraging and achieving a working environment which is underpinned by fairness, where equality and diversity are recognised, encouraged and valued and the concept of individual responsibility is accepted by all.
- I.3 Selection for employment and advancement will be on the basis of suitability, qualifications and aptitude to carry out the duties of the post. Eligibility criteria for all posts will reflect the ethos of the academy.
- I.4 This policy applies to recruitment and selection, training and other benefits.
- I.5 The governing body will positively promote and rigorously observe the objectives and principles set out in this statement and are committed to implementing policies to promote equality of opportunity within the academy.
- I.6 The governing body recognise that the provision of equal opportunities within the work place is not only good management practice but also makes sound business sense.

2 Purpose

2.1 Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give of their best. We seek to provide equality and fairness for all in our employment and not discriminate on grounds detailed in section 1.1.

2.2 This policy aims to promote an inclusive culture where:

- The diversity of all employees is respected and valued
- All employees have the opportunity to receive fair treatment in an environment free from discrimination and harassment
- Opportunities for promotion, training, and continued employment are provided to all staff based on merit and ability in relation the role criteria. No employee or job applicant shall be disadvantaged by requirements that cannot be shown to be relevant to the job they applied for or hold.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- No form of intimidation, bullying or harassment will be tolerated.

3 Legal Framework

3.1 The existing law cannot itself ensure that any policy of non-discrimination will work effectively. This will be achieved only when the governing body and staff examine critically their attitudes to people and ensure that no trace of discrimination is allowed to affect their judgement. All staff should be aware of the forms which unlawful discrimination can take, guard against them and avoid any action which might influence others to discriminate unlawfully.

3.2 The governing body and staff recognise their obligations under the relevant statutes:

- European legislation
- The Equal Pay Directive 1975
- The Equal Treatment Directive 1976
- The Part-time Work Directive 1997
- The Fixed term Work Directive 1999
- The Race and Ethnicity Directive 2000
- The Equal Treatment Framework Directive 2000
- The Equal Treatment (Amendment) Directive 2002
- United Kingdom legislation

3.3 From 1 October 2010, The Equality Act 2010 will distil and extend existing discrimination legislation (marked * below) in order to harmonise the UK legal framework for preventing discrimination.

- The Equal Pay Act 1970 (as amended)*

- The Sex Discrimination Act 1975 (as amended)*
- The Race Relations Act 1976 (as amended)*
- The Disability Discrimination Act 1995 (as amended)*
- The Employment Rights Act 1996
- The Gender Re-assignment Regulations 1999
- The Part-time Work Regulations 2000
- The Employment Act 2002
- The Fixed- time Work Regulations 2002
- The Employment Equality (Sexual Orientation) Regulations 2003*
- The Employment Equality (Religion or Belief) Regulations 2003*
- The Employment Equality (Age) Regulations 2006*
- The Work and Families Act 2006
- The Equality Act 2006*
- The Equality Act (Sexual Orientation) Regulations 2007*

4 Scope

- 4.1 This policy applies to all aspects of employment from the advertisement of jobs, recruitment, terms and conditions of employment, career development, counselling, training, promotion, grievance and disciplinary procedures, through to reasons for termination of employment.

5 Definitions

- 5.1 **Direct discrimination** means treating an individual less favourably on any of the grounds detailed in paragraph 1.1. In a small number of circumstances, age discrimination may be permitted where an employer can demonstrate that such treatment is objectively justified.
- 5.2 **Indirect discrimination** can generally be defined as applying a provision, criterion or practice which although applied equally to all, places a person or a group at a particular disadvantage which the governing body cannot show to be a proportionate means to achieving a legitimate aim.
- 5.3 **Victimisation** means treating a person less favourably than another because that person has asserted their rights under the anti-discrimination legislation or has helped another person to do so or have given information to the Equality Commission or because it is suspected that the person might do any of these things.
- 5.4 **Disability** related discrimination occurs when, for a reason that is related to a disabled person's disability, an employer without justification treats the disabled person less favourably than others to whom that reason does not apply. In the case of disability discrimination it also occurs where there has been a failure to comply with the duty to make reasonable adjustments for a person with a disability.
- 5.5 **Harassment** means any behaviour, deliberate or otherwise, which is unwanted and offensive to an individual or group and which may violate an employee's dignity or create an intimidating, hostile, degrading, humiliating or offensive working environment.

6 Responsibilities

- 6.1 The governing body is responsible for the monitoring, review, development and evaluation of the policy.
- 6.2 Governors will ensure that they follow the guidance included in this policy when participating in appointment and selection panels.
- 6.3 The governing body will regard breaches of this policy as misconduct which may result in disciplinary procedures.
- 6.4 The governors delegate the day to day responsibility to the Principal for maintaining fair, consistent and objective procedures for matters relating to equality of opportunity and diversity. This will include:
- Responsibility for the internal organisation, control and implementation of the policy
 - The collation and retention of records necessary to enable the academy to have in place an effective monitoring system
 - Ensuring that the policy is distributed and communicated to all staff
 - Ensuring that all information relating to job applications include a copy of this policy
 - Appropriate training for all employees
- 6.5 The members of the SLT have responsibility for the internal organisation, control and implementation of this policy in the areas for which they have responsibility.
- 6.6 Managers are responsible for:
- Co-operating with any measures introduced by the academy in relation to equal opportunities
 - Managing their employees in a way which is consistent with this policy
 - Setting a good example and ensuring all employees understand the standards expected from them
 - Following agreed procedures
 - Dealing firmly with breaches in accordance with the Academy's Disciplinary Policy
- 6.7 All employees are responsible for:
- Co-operating with any measures introduced by the academy in relation to equal opportunities
 - Treating colleagues and others (including pupils, visitors, contractors etc) with respect and in ways which are consistent with this policy
 - Challenging and reporting breaches

7 Monitoring of Equal Opportunities

- 7.1 All personnel procedures and conditions of service will be reviewed on a regular basis, to identify and eliminate processes, practices or eligibility criteria which may discriminate (directly or indirectly) against any particular group or category of employees.
- 7.2 Job applicants will be asked for anonymous monitoring data on a sheet that can be detached from the application form. Monitoring data will be kept separate from the selection process. Job applicants

will be informed that the monitoring data will only be used for equality monitoring and not for short listing.

7.3 All information collected will remain strictly confidential. Personnel records will be kept in a format which enables analysis to be made of the numbers of job applicants, appointments and employees in various categories, including:

- gender
- disability
- nationality
- ethnic origin
- religion or belief
- sexual orientation
- age

7.4 These analyses will be provided on an annual basis to the governing body for identification of trends and any remedial action.

7.5 By monitoring the various areas above the academy can check and review whether current recruitment, promotion, training and general employment practices are reaching and protecting the full range of possible candidates and help to guard employees against any potential for discrimination.

8 Recruitment and Selection

8.1 Advertisements must not be confined unjustifiably to geographic areas or publications which would exclude or disproportionately reduce the number of applicants from a particular group.

8.2 A statement promoting the equal opportunities policy will be included in all adverts for jobs.

8.3 Eligibility criteria used for recruitment selection or promotion must be related to ability to do the job.

8.4 Eligibility criteria will be made known to prospective applicants.

8.5 When constituting selection panels, every effort will be made to ensure both male and female representation.

8.6 All applications must be submitted on official application forms and appointments made following a selection process which provides for shortlisting and interview panels.

8.7 Decisions relating to the selection process and the reasons for such decisions will be recorded at each stage of the selection process. All documentation in relation to selection panels will be retained for a period of at least a year.

9 Training

9.1 Members of the governing body and the Principal will be afforded the opportunity to attend training in respect of Safer Recruitment and Equal Opportunities Awareness to ensure that they are aware of current legislation.

- 9.2 All staff should have access to equality training and development through the academy's inset programme.

10 Performance Appraisal Review

- 10.1 The implementation of performance appraisal will be based solely on an objective assessment of the individual's capabilities, performance and potential.

11 Complaints

- 11.1 The governing body will take prompt action to investigate any grievance concerning discrimination or harassment as detailed in paragraph 1.1 and the Academy's Dignity at Work policy.

12 Review

- 12.1 This Policy will be reviewed on a 2-yearly cycle.