



BOWDEN HOUSE SCHOOL

EQUALITY & DIVERSITY POLICY (SELECTION & RECRUITMENT)

The Policy

The Governing Body of Bowden House School is committed to promoting equality of opportunity for all staff and job applicants. The school aims to create a supportive and inclusive working environment in which all individuals are able to make the best use of their skills, free from discrimination or harassment and in which all decisions are based on merit.

The school will 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). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, contractors and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, regardless of their status. (The school has a separate Bullying and Harassment in the Workplace Policy to address these issues.)

This Employment Equality & Diversity Policy has been agreed following consultation with all staff and the school's Governing Body

This policy does not form part of any employee's contract of employment and may be amended at any time.

Who is covered by the policy?

This policy covers all individuals working at all levels and grades, including senior managers, full and part-time employees, employees on a fixed-term contract or Service Level Agreement and Governors (collectively referred to as **staff** in this policy).

Who is responsible for this policy?

The Governing Body has ultimate responsibility for the effective implementation of this policy and the Headteacher has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. The Resources Committee of the Governing Body is responsible for monitoring the implementation of this policy and reporting on the progress made in achieving targets set by the Governing Body. Day-to-day operational responsibility will be delegated to the school's Senior Leadership Team.

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the school's aims and objectives with regards to equal opportunities. All members of staff are personally responsible for ensuring that they adhere to this policy and promote the school's Equality Information & Objectives Policy. In certain circumstances the Governing Body could be held to be vicariously liable for the actions of the staff. Staff should be aware that they may be personally liable if they are found to have discriminated against another person whilst in school or on school-related business.

Scope and purpose of the policy

This policy applies to all aspects of the school's relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures and termination of employment.

The school will take appropriate steps to accommodate the requirements of different religions, cultures and domestic responsibilities. The school has a Safer Recruitment and Selection Policy and additionally complies with the requirements of the Local Authority in respect of other applicable policies relating to Equal Opportunities.

Forms of discrimination

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics detailed on Page 1 of this policy. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have

greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment relating to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. The school has a separate Bullying and Harassment in the Workplace Policy.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported another person's complaint.

Staff training; promotion and conditions of service

Staff training needs will be identified through regular supervision and appraisals to ensure that there are opportunities for personal development within the school. All promotion decisions will be made on the basis of merit. The needs of the school in relation to staffing requirements and promotions, will be regularly monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

The school's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

Discipline and Termination of Employment

The school will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

The school will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

Disability discrimination

If a staff member is disabled or becomes disabled, they are encouraged to discuss their condition with their Line Manager and/or a member of the Senior Leadership Team so that they can be supported as appropriate.

If a member of staff experiences difficulties at work because of their disability, they should discuss this with their Line Manager to consider any reasonable adjustments that would help overcome or minimise the difficulty. The Line Manager may wish to consult with the member of staff and their medical adviser(s) about possible adjustments. The school will consider the matter carefully and try to accommodate the staff member's needs within reason. If it is considered that a particular adjustment would not be reasonable, this will be explained and efforts made to try to find an alternative solution, where possible.

The school will monitor the physical features of its premises to consider whether it places disabled workers, job applicants or students at a substantial disadvantage compared to others. Where reasonable, steps will be taken to improve access for disabled staff and students.

Fixed-term contract employees

The school will monitor the use of fixed-term contract employees and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The school will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

Part-time work

The school will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits; training and promotion opportunities. The school will also ensure requests to alter working hours are dealt with appropriately.

Breaches of this policy

If a member of staff believes that they may have been discriminated against, they are encouraged to raise the matter through the school's Grievance Procedure. If they believe that they may have been subject to harassment or bullying, they are encouraged to raise the matter through the school's Bullying & Harassment in the Workplace Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure(s). Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the school's Disciplinary Procedure.

Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The school will apply a strict approach to serious breaches of this policy.

Monitoring and review of the policy

This policy will be reviewed every two years by the Resources Committee of the school's Governing Body.

The effectiveness of this policy will continue to be reviewed to ensure it is achieving its objectives.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting their Line Manager.

School: **Bowden House**

Policy: **Equality & Diversity
(Selection & Recruitment)**

Agreed: **Summer Term 2020**

Responsibility: **The Governing Body**

Review Date: **Summer Term 2022**

Signed: _____
Chair of Governors

Date: _____