



Ranvilles Junior School Employment Equalities Policy

1. ACCESSIBILITY

This policy is available in large print or Braille.
Please contact the school office who will be happy
to arrange this for you.

2. PURPOSE OF POLICY

The Governing Body of the school recognises its responsibilities in the employment of staff in the school. In accordance with those responsibilities, it wishes to ensure the fair and equal treatment of all staff, all those who are applicants to work in the school and those individuals who undertake work on school premises. This policy sets out the principles under which the Governing Body of the school will operate to meet these aims.

The policy has been discussed and agreed with all staff. It is available to all staff in the school and to any prospective applicant. The Governing Body welcomes any comments or contributions to the policy document. This policy should be read in conjunction with the school's pupil focused equality policy.

3. APPROVAL

Approval date: September 2019

Date for next review: September 2022



4. INTRODUCTION

The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. This policy focuses specifically on the employment of staff in the school.

The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and managers of the school will operate at all times within the requirements of anti-discrimination legislation and will promote equality positively in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics, which will be taken into account, will be those which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups.

All staff will have a right, through the agreed procedures, to challenge any decision or action which they believe to be in breach of these principles. Any member of staff who deliberately and knowingly contravenes the policy will be liable to formal disciplinary action.

5. REFERENCES

This policy has been drafted with reference to Hampshire County Council's Model Employment Equalities Policy and guidance for schools, which was consulted upon with recognised trade unions and professional associations.

6. STATUTORY REQUIREMENTS

The Governing Body is bound by law not to discriminate on certain grounds. The Equality Act 2010 has brought together all the current discrimination laws into one and sets out the "protected characteristics" that qualify for protection from discrimination as: -

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex; and
- Sexual orientation

The Governing Body are opposed to any discrimination on the characteristics above. There are some exemptions from this legislation in situations where the essential nature of a job calls for a man, woman, or a person from a particular religion or racial group. The governing body will not normally seek to use exemptions from the above Acts.



The Governing Body will give sympathetic consideration to requests for time off or for religious observance from staff who are active members of particular religions or beliefs, although such time off will be unpaid and will be considered only subject to the operational requirements of the school.

The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, including terms and conditions of employment, to help overcome practical difficulties created by applicants or members of staff who have a disability.

The Governing Body acknowledges these areas of regulation and confirms its commitment to enforce these statutory requirements in the school.

The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

6.1 Advertising of vacancies

Vacancies will be advertised openly and will normally be available for members of staff in the school to apply. In most cases vacancies will be advertised externally unless there are exceptional reasons why this should not occur, for example in situations of potential redundancy.

6.2 Selection for appointment or promotion

All decisions relating to appointments or promotions will be conducted in accordance with the following principles:

- a detailed role profile will be drawn up which accurately describes the duties of the post
- an objective and sufficiently detailed person specification will be defined from the role profile
- from these documents a list of objectively assessed selection criteria will be drawn up
- role profiles, person specifications and selection criteria will be available to all candidates
- shortlisting will be carried out against the selection criteria and a written record retained of the assessment of each candidate
- interview panel members will be trained in selection techniques
- at least one person on each panel will be trained in equality and the requirements of anti-discrimination legislation
- selection decisions will be made against the agreed criteria and no other criteria will be used
- a written record of the selection decision relating to the agreed criteria will be retained
- reasonable adjustments will be made to the recruitment and selection process where necessary to ensure that people with disabilities are enabled to compete for appointments in the school



7. POSITIVE ACTION

The Governing Body recognises that the avoidance of discrimination is not sufficient to ensure that equality exists in the school. The Governing Body will therefore give full consideration to measures of positive action which may assist in achieving the aims of this policy. This is action designed to encourage or facilitate the employment or training of minority or disadvantaged groups.

The Governing Body will not discriminate in favour of individuals from specific groups (positive discrimination), but it will take positive action which enables members of those groups to compete on an equal basis. Positive action measures may include:

- encouraging applications from specific groups which are under-represented in the school
- encouraging people with disabilities to apply for posts
- advertisements which encourage applications from individuals of a particular sexual orientation, or religion or belief, but make it clear that selection will be on merit
- flexible working – promoting the use of job shares and flexible working where operational factors make this possible
- language/literacy training
- supporting training measures for under-represented groups
- assistance with applications for candidates with language problems
- commitments to interviewing disabled people who meet the basic criteria for the post
- encouraging staff to become representatives of trade unions/associations
- exploring the possibility of career breaks for women to assist with family commitments

8. HARASSMENT AND GRIEVANCE PROCEDURES

Harassment has the effect of destroying dignity and undermining the confidence of employees. It can take many forms including physical contact, bullying, threatening or ignoring someone. It can be a series of offensive remarks or a single incident. It can be behaviour that staff find offensive even if not directed at them or harassment because of perception or association.

The Governing Body is committed to the principles of dignity at work for all staff in the school. This includes the right to be treated with respect by all managers and colleagues. The Governing Body will consider any acts of harassment including those on the grounds of age, disability, gender reassignment, marital status and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, as totally unacceptable and outside the ethos and culture of the school. Any such act by a member of staff against any adult or child will be treated as a disciplinary offence, and action taken accordingly.



The school has procedures to resolve grievances and for the handling of complaints of harassment and bullying at work. The Governing Body is committed to investigate any such complaint. These procedures will be followed carefully and promptly in response to any such complaint. The first point of contact for any such complaint should be the Headteacher or, where the Headteacher is the subject of the complaint, the Chair of Governors. In addition, staff have the right to approach their professional association or trade union representative for support. Alternatively, the Employee Support (<http://extra.hants.gov.uk/employee/policy-guidance/occupational-health/employee-support>.) or Education Support Partnership (<https://www.educationsupportpartnership.org.uk/>) can also provide appropriate support.

9. MONITORING THE POLICY

An Equality policy can only be shown to be effective if its implementation is properly monitored. Given the scope of our policy, this means monitoring both the existing staff of the school and all applications from outside of the school. The school will therefore keep records of existing staff and new applicants which can be analysed to provide data to assess whether this policy is working in practice.

The Governing Body will regularly monitor the effectiveness of this policy by the following methods:

- All applicants for posts will be asked to complete a monitoring form to enable monitoring of our selection decisions against the principles of this policy.
- All applicants for posts will be invited to indicate whether they have any special requirements or require reasonable adjustments to enable them to submit an application, attend an interview or carry out the duties of that post. Responses to this question and appropriate actions taken by the school to accommodate people with disabilities will also be monitored as part of this process.
- Information arising from this data collection process will be available to all staff and governors.
- Staff and governors will be invited to give feedback from time to time, and to make suggestions for improvements.
- The incidence of complaints under the above procedures and any other aspect of this policy will also be monitored, and figures reviewed on a regular basis.
- The Governing Body will ensure that information is stored in an appropriate and confidential format in accordance with General Data Protection Regulations (GDPR) 2016 and the Data Protection Act 2018.

10. NON-EMPLOYMENT ASPECTS OF EQUALITY

This policy relates only to the employment aspects of the activities of the school. The principles outlined here by the Governing Body of fair and equal treatment apply equally to our approach to dealing with pupils and parents of the school and to our dealings with members of the local community and all outside agencies.



11. **TRAINING**

The principles outlined above in relation to fair and equal treatment will also apply to selection for training. Requests for training will be considered in accordance with the school's operational priorities, based on the school's overall development plan and budget allocations.

Similarly, the training of the schools senior leadership team and governors in issues of equality and discrimination, is an essential part of our Equality Policy.

Where training is scheduled to take place on site, the school will, where possible, adapt methods of training delivery to minimise disadvantage for particular individuals or groups of staff.



APPENDIX 1: EQUALITIES MONITORING FORM

Equality Monitoring Form			
<p>We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.</p> <p>This information will be treated confidentially and will not be used in any part of the selection process.</p>			
School/Children's centre:			
Post applied for:			
Last name:		First name:	
Date of Birth:			
Gender Identity			
How would you describe your gender identity?			
Female		Male	
Transgender (F-M)		Intersex	
Transgender (M-F)			
Gender neutral			
Non-binary or you choose to define your gender in another way			
Sexual Orientation			
Please indicate your sexual orientation.			
Heterosexual (straight)		Gay woman / Lesbian	
Gay man		Other	
Bisexual			
Prefer not to say			
Nationality			
British		Irish	
Other EU country		Other non-EU country	
Ethnicity			
Please indicate your ethnic origin.			
British		White & Black Caribbean	
Irish		White & Black African	
Indian			
Pakistani			



Other white background		White & Asian		Bangladeshi	
Caribbean		Other Mixed background		Other Asian background	
African		Chinese		I do not wish to disclose my ethnic origin to HCC	
Other Black background		Any other background			
*Please indicate any other ethnic background:					
Disability					
<p>Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.</p> <p>Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.</p>					
Do you consider yourself to have a disability?					
Yes		No		I do not wish to disclose my disability data to HCC	

Thank you for completing this form.

Please return in a sealed envelope with your application form stating your name, post applying for and the School/ Children's Centre.

The above information will not be shared with the selection panel prior to interview. This information will be retained, confidentially, and used for monitoring purposes.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.