

“With courage and inspiration be excellent everywhere”



Langstone Infant School

SCHOOL EQUAL OPPORTUNITIES POLICY FOR EMPLOYMENT - PCC

1. INTRODUCTION

- 1.1. Portsmouth City Council and the Governing Body of the school are committed to providing equality of opportunity in employment issues and to tackling discrimination and disadvantage.
- 1.2. The Governing Body and managers of the school will operate at all times within the requirements of equality legislation and will promote equality of opportunity in staffing decisions.
- 1.3. The Governing Body agrees that equality and diversity are important.

Equality is making sure that people are treated fairly and given the same life opportunities. It is not about treating everyone the same, as they may have different needs to achieve the same outcome.

Diversity is about recognising and valuing individual differences and raising awareness.

2. GENERAL PRINCIPLES

- 2.1. As a basis of this policy, the Governing Body opposes all forms of discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 2.2. The principles of the policy apply to all employees and covers all equality of opportunity regardless of whether a person is covered by The Equality Act.
- 2.3. The Model Equal Opportunities Policy is in Section 5 of the Manual of Personnel Practice which can be found in the School Office
- 2.4. New employees will be informed in their contract letter about how to access the Model Equal Opportunities Policy and any further information.
- 2.5. The Equal Opportunities Policy is the foundation upon which all other policies are based.

3. PORTSMOUTH CITY COUNCIL, EQUAL OPPORTUNITIES POLICY STATEMENT

- 3.1. Portsmouth City Council has an Equal Opportunities Policy Statement. The school shares the Council's values and adheres to the policy statement.

“Portsmouth City Council seeks to ensure that all its employees, including volunteers, and every member of the community feel that they have been fairly treated and recognises that some disadvantage has been experienced by individuals and groups in the past. It wholeheartedly accepts, therefore, its legal responsibilities and recognises the need for an Equal Opportunities Policy in order to safeguard the rights of individuals and groups, and to ensure the achievement of its core values.

- 3.2. The City Council opposes all forms of discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

4. THE SCHOOL'S INDIVIDUAL POLICY STATEMENT

The school may also have their own Equal Opportunities Policy Statement which relates directly to the individual school. For further information the Headteacher should be contacted.

5. THE SCHOOL AIMS TO ACHIEVE THE POLICY STATEMENT BY

- 5.1. Giving all sections of the community equal access to employment and to the services the school provides.
- 5.2. Eliminating unlawful discrimination in service delivery and employment practices.
- 5.3. Recognising that different sections of the community require specific measures to make sure they receive equality of opportunity.
- 5.4. Recognising how and why some groups are not receiving equality of opportunity and knowing what to do about it.
- 5.5. Providing the Local Authority with monitoring information.

6. THE RESPONSIBILITIES OF THE EMPLOYEE

- 6.1. Both the school and the employee are responsible for helping to make sure that everyone is treated equally and fairly.
- 6.2. Every employee is required to assist the school in meeting its commitment to provide equality of opportunity and to tackling discrimination and disadvantage.
- 6.3. Possible outcomes of discrimination, harassment or victimisation**

- 6.3.1. Employees can be held personally liable for unlawful discrimination.
- 6.3.2. Employees who commit serious acts of harassment may be guilty of a criminal offence.
- 6.3.3. It is unlawful to instruct, cause or induce discrimination.
- 6.3.4. Acts of discrimination, harassment or victimisation against other employees or pupils/parents will be considered as a disciplinary offence and will be dealt with using the disciplinary policy.
- 6.3.5. Discrimination, harassment and victimisation may constitute gross misconduct which could lead to dismissal.

7. STATUTORY REQUIREMENTS

The Governing Body is bound by The Equality Act 2010 and must not discriminate directly or indirectly in recruitment or employment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

8. THE PROTECTED CHARACTERISTICS

The following are all protected characteristics under the Equality Act 2010

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Further information regarding the protected characteristics is available in Section 5 of the Manual of Personnel Practice.

9. DISCRIMINATION TYPES

The following are all discrimination types under the Equality Act 2010

- Direct discrimination
- Associative discrimination
- Perceptive discrimination
- Indirect discrimination
- Harassment
- Third party harassment
- Victimisation

Further information regarding discrimination types under the Equality Act 2010 is available in Section 5 of the Manual of Personnel Practice.

10. EQUALITY OF OPPORTUNITY IN EMPLOYMENT

10.1. Recruitment and Selection

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. The Recruitment and Selection procedures are monitored by the Local Authority.

Further information can be found in Section 1 of the Manual of Personnel Practice – Recruitment and Selection.

10.2. Staff Development

10.2.1. The School believes that investment in appropriate staff development for employees and governors represents a significant part of the implementation of its equal opportunities policy. The staff development is supplemented by other measures and procedures introduced to promote equality of opportunity across the whole service.

10.2.2. Purpose

Staff development in equal opportunities issues is very important as awareness of good equal opportunities practice enables employees to recognise situations that need improvement to prevent discrimination occurring. It also helps ensure a better standard of service is provided in all areas. The requirement to comply with legal obligations rests with both the school and the employee. Sanctions can be applied against employees. Sanctions can also be applied against an employer as a result of the actions of an employee.

10.2.3. Access to Staff Development

Information about staff development should be made available to all employees. Assumptions that particular courses would only be of relevance or importance to certain groups of employees should be avoided.

You should avoid making assumptions about age and training, as adaptability and the ability to acquire new skills are not related to age.

You must also not exclude part time employees from training simply because they are part time.

10.3. The Dignity at Work Policy and Grievance Policy

10.3.1. The School has adopted a Dignity at Work policy for school employees which explains the standards of behaviour that all

employees have the right to expect and are expected to demonstrate to others whilst at work. It is based on the straightforward belief that all employees are entitled to be treated by other employees in a way which respects their rights and feelings and values them as individuals.

10.3.2. If an employee perceives that they have suffered discrimination, harassment or victimisation, they should initially use the Dignity at Work Policy. A copy of the Dignity at Work Policy is held in Section 3 of the Manual of Personnel Practice. The grievance policy is also available to employees and is held in Section 3 of the Manual of Personnel Practice. It is recommended that employees consult their trade union.

10.3.3. Further details can be found in Section 3 of the Manual of Personnel Practice.

10.4. Disciplinary Policy

10.4.1. All employees have a responsibility to ensure that their actions at work are in line with the equal opportunities policy. All Headteachers have a duty to ensure that their employees are aware of the policy, understand its implications and put the equal opportunities policy into effect. Any employee who knowingly contravenes the policy may face disciplinary action.

10.4.2. All employees will be treated with respect and dignity throughout the disciplinary policy and procedure, in accordance with the Equal Opportunities Policy.

10.4.3. Further details can be found in Section 3 of the Manual of Personnel Practice.

10.5. Selection for Redundancy

10.5.1. Selection criteria for redundancy must not be discriminatory.

10.5.2. The criteria used must relate directly to the skills and abilities needed for the remaining posts.

10.5.3. Further details can be found in the Management of Organisational Change Policy, Section 9 of the Manual of Personnel Practice.

10.6. Flexible Working Policy

10.6.1. It is important to recognise that full-time work is not an option for some people. This may be due to a variety of reasons, for example, caring responsibilities or because of a disability which affects the number or pattern of hours available to work. Some employees may find that their caring responsibilities increase during the course of their employment.

10.6.2. Eligible employees with children aged 16 or under, or with disabled children aged under 18 have the right to request to work flexibly.

Eligible employees who care for adults have the right to request to work flexibly.

The School has a statutory duty to consider these applications seriously.

10.6.3. This right enables employees to *request* to work flexibly. It does not provide an automatic right to work flexibly as there may be circumstances when the employer is unable to accommodate the employees desired work pattern. The right is designed to meet the needs of both parties and aims to facilitate discussion and encourage consideration of flexible working patterns to suit both the employer and the individual. Flexible working patterns may include for example, a change in hours worked, a change to the times worked, job sharing and term-time working.

10.6.4. Further information can be found in the Flexible Working Policy in Section 3 of the Manual of Personnel Practice.

11. SUPPORT

11.1. The employee may wish to contact a representative from their Trade Union.

11.2. All employees have access to the Employee Assistance Programme.

Right Corecare

0800 1116 387 or www.eap.rightcorecare.co.uk

Teachers also have access to Teacher Support Line on 08000 562 561 or www.teachersupport.info

12. EQUALITY DUTY

12.1. The Equality Act establishes a single equality duty for all the protected characteristics except for marriage and civil partnership.

12.2. The equality duty places a pro-active legal requirement on public bodies to have regard, in the exercise of their functions, to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is unlawful under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

12.3. The equality duty is a general one which will be underpinned by specific duties, designed to support the functioning of the general duty.

12.4. Further information regarding the equality duty is available from the Headteacher.

13. MONITORING

13.1. Monitoring provides management with information about the effectiveness of policies and actions. It highlights areas where action is needed to bring about improvements.

13.2. Schools have a statutory responsibility to provide the Local Authority with the monitoring information they request.