LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

EQUAL OPPORTUNITIES POLICY

POLICY	PROCEDURE	REFERENCE	FORM
SPPo46 Dress Code Policy	SPPr4 – Disciplinary Procedure	SPR32 – Tackling Discrimination and Promoting Equality	SPF4 – Recruitment Skills Self-Assessment
SPPo2 Staff Code of Conduct Policy	SPPr5 – Grievance Procedure	SPR35 – The Equality Act - What's New for Employers	SPF28 – Sex and Ethnic Monitoring of Recruitment
	SPPr9 – Investigating Harassment and Bullying Procedure		SPF29 – Sex and Ethnic Monitoring of Employees
			SSF10 – Designated Responsibilities

"A fit person is one who has knowledge of an attitude to multicultural issues and people of different racial origins and a commitment to treat all children as individuals with equal concern"
Children's Act 1989 Guidance & Regulations Vol 2 para 7.32

About this policy

In 2011 a single equality duty covering all seven equality strands defined in the Equality Act 2010 i.e. race, gender, gender identity, disability, age, religion or belief and sexual orientation will come into force, until that time we will continue to meet our legal obligations under the separate race, disability and gender equality duties while embracing the spirit of the Equality Act 2010. Langley Hall Arts Academy accepts its responsibility to operate within the terms of the Equality Act 2010 and Human Rights Act (2000). We are committed to fostering a workplace that values equality, diversity and inclusion (EDI).

Langley Hall Arts Academy is an equal opportunity employer. Every employee, regardless of status, has personal responsibility for the implementation of this policy.

Langley Hall Arts Academy will not discriminate on grounds of sex, age, marital status, ethnic origin, colour, nationality, disability, sexual orientation or other grounds of discrimination.

This policy applies to the advertisement of jobs, recruitment and appointing of staff, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of the parents and children and other users of the school. Staff involved in recruitment in particular should request training if they have any doubt about the application of our equal opportunities policy. They may use Recruitment Skills Self-Assessment **SPF4** to assess their skills.

Employees should note that the imposition of a condition or requirement which has an adverse effect on someone, because of a protected characteristic, or is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need (e.g. asking a person of the Islamic faith to write the setting's Christmas cards).

Employees who are disabled or who become disabled in the course of their employment should inform the Principal of Langley Hall Arts Academy and the Head of HR. They may also wish to advise of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made.

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All employees must:

- Treat colleagues, parents, children and visitors with respect and fairness
- Promote an inclusive working environment
- Challenge any discriminatory behaviour or language
- Engage in appropriate training and develop an understanding of equality, diversity and inclusion
- Raise concerns about unfair treatment using the grievance procedure.

To promote clear communication and effective interaction with children, staff must not wear face coverings that obscure their facial expressions. Head coverings that cover the hair are acceptable, but the face should remain visible to support the children's social and emotional development. We respect all religious and cultural beliefs and practices as long as the children attending Langley Hall are not adversely impacted. This includes considerations such as face coverings, sharp jewellery or objects (eg religious knives), or loose, long clothing that could pose a suffocation or a trip hazard (see Dress Code Policy **SPPo46** and Staff Code of Conduct Policy **SPPo2** via the Toolkit System).

Any member of staff may use the Grievance Procedure **SPPr5** to complain about discriminatory conduct. If the matter relates to harassment whether or not it is directed at the member of staff themselves then the grievance may be raised directly with their Line Manager. Langley Hall Arts Academy is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Any employee who harasses any other employee on the grounds of sex, age, disability, gender reassignment, race, religion or belief or sexual orientation will be subject to Langley Hall Arts Academy's Disciplinary Procedure **SPPr4**. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

The Equal Opportunities Representative appointed for Langley Hall Arts Academy will be the first port of call for reporting concerns and will attend training courses as appropriate. This person is identified on **SSF10** Designated Responsibilities displayed within the setting.

In the event of any harassment of an individual or group, the Equal Opportunities Representative for Langley Hall Arts Academy will (using Investigating Harassment and Bullying Procedure **SPPr9**):

- discuss the incident with the perpetrator, restating the equal opportunities policy of Langley Hall Arts Academy.
- aid and support the abused or offended party.
- consider the possibility of suspension of the perpetrator from work for a fixed period of time.
- in the case of a physical attack, suspension will be immediate.
- make a report of the incident and the action taken and inform the appropriate authorities if necessary.

Monitoring

All employees and job applicants may be asked to complete a form denoting their sex, ethnic origin and any disabilities. If such a questionnaire is used, Langley Hall Arts Academy guarantees that the information will only be used for the purpose of monitoring the effectiveness of this policy. Monitoring will be summarised using the Sex & Ethnic Monitoring of Recruitment **SPF28** or Sex and Ethnic Monitoring of Employees **SPF29**.

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The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures as:

- advertising jobs in ethnic or male/female interest publications, as appropriate.
- introducing assertiveness training.
- encouraging under-represented groups to apply for suitable training posts.
- making contact with disabled people via the local JobCentre plus.

Implementing anti-discriminatory practice

Langley Hall Arts Academy will implement this policy by:

- making and publicising our clear statement on equal opportunities.
- ensuring that it is a condition of employment of Langley Hall Arts Academy, membership of the management team and use of the school's facilities by individuals and groups, that those concerned understand, agree with and are willing to implement this policy.
- monitoring our programmes, events, publicity and services to ensure that they too lead to the elimination of discrimination.
- adopting employment policies which aim to ensure that no applicant or employee of Langley Hall Arts Academy is discriminated against on any grounds.
- adopting policies which positively encourage participation in the activities at Langley Hall Arts Academy by those who are particularly subject to wider disadvantages within society.
- Looking at ways in which Langley Hall Arts Academy can learn from the experience and make adjustments to procedures and practices, to help prevent future reoccurrences.

Staff will be encouraged to develop a greater understanding of significant issues relating to inequality and the impact that discrimination can have on people's lives. They will be made aware of current legislation and guidance and take part in training. An equal opportunities representative will be appointed who will promote positive attitudes towards valuing individuality and differences.

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