



Equality and Diversity Policy for School Staff

Fenstanton and Hilton Primary School

Reviewed By : The Full Governing Body

Date of Review : March 2025

Date of Next Review : March 2027

Policy adopted from 'The Key' model policy.

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

1.2 We do not discriminate against staff on the basis of **age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation. These make up the protected characteristics of the Equality Act 2010.** The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members. age;

1.3 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.

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

7.1 **2 Who is covered by the policy?**

2.1 This policy covers all individuals working at all levels and grades, including employees, trainees, part-time and fixed-term employees, volunteers, casual workers, agency staff and governors (collectively referred to as **staff** in this policy).

7.2 **3 Who is responsible for this policy?**

3.1 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 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, including regular review of this policy, has been delegated to the Headteacher.

3.2 All staff must set an appropriate standard of behaviour, lead by example and ensure that those they manage (if applicable) adhere to the policy and promote our aims and objectives with regard to equal opportunities. All members of staff are personally responsible for ensuring that they adhere to the policy and promote our aims and objectives with regard to equal opportunities. 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.

3.3 If you have any questions about the content or application of this policy, you should contact the Headteacher.

7.3 **4. Scope and purpose of the policy**

4.1 This policy applies to all aspects of our 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.

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7.5 **5. Forms of discrimination**

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

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

5.3 Indirect discrimination is where there is a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. Such a requirement will be discriminatory unless it is objectively justified.

5.4 Harassment related 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.

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

5.6 Disability discrimination includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

7.6 **6. Staff training and promotion and conditions of service**

6.1 Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.2 Our 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.

7.7 **7. Discipline and Termination of Employment**

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

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

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7.11 **8. Disability discrimination**

7.12 8.1 Where employees are disabled or become disabled, they are encouraged to report the disability to the Headteacher and/or Senior Leadership Team in order for support as appropriate to be provided.

7.13 8.2 If employees experience difficulties at work because of disability, they should speak to the Headteacher and/or Senior Leadership Team to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Headteacher may wish to consult with the medical adviser(s) about possible adjustments. School leaders will consider the matter carefully and try to accommodate the needs of employees.

7.14 8.3 We will monitor the physical features of our premises to consider whether they place disabled staff, visitors or job applicants at a substantial disadvantage. Where reasonable, we will take steps to improve access for disabled staff.

7.15 **9. Fixed-term employees, Casual and Agency Workers**

9.1 We monitor our use of fixed-term employees, casual and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

7.16 **10. Part-time work**

10.1 We monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately under our Flexible Working Policy.

7.17 **11. Breaches of this policy**

11.1 If staff believe they have been discriminated against they are encouraged to view the school's Whistleblowing Policy before raising the matter with the Headteacher / Chair of

Governors as appropriate. In cases where staff believe they have been discriminated against by the Headteacher, they should contact the Chair of Governors.

11.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. 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 our Disciplinary Procedure.

11.3 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. We take a strict approach to serious breaches of this policy.

7.18 **12. Monitoring and review of the policy**

12.1 This policy is reviewed bi-annually by the full governing body.

12.2 We will continue to review the effectiveness of this policy.