

Featherstone High School



Equal Opportunities Staff Policy

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Equal Opportunities Policy – Staff.

Introduction

Featherstone High School is committed to ensuring equality of opportunity for every person within a friendly, caring and stimulating school community regardless of sex (including gender reassignment), disability, age, need, socio-economic background, health, social or employment status, ethnic or national origin, sexual orientation, religion or belief and heritage. The school acknowledges the value of being in a multicultural and multilingual school and has set itself the task of fostering understanding, fair-minded attitudes and respect for others and to prepare individuals for citizenship as part of a British, European and the world-wide community. Every attempt will be made to ensure that equal and equitable opportunities are reflected in all aspects of school life. Prejudice and discrimination in any form will be addressed and students, parents and staff must report any incident to senior staff where they believe these are being exhibited.

Featherstone High is committed to providing:

- An environment which stimulates and motivates students
- An education that realises the full potential of every individual student
- An atmosphere in which everyone flourishes, achieves and feels valued
- A caring and well disciplined school.

The values of Featherstone High are grounded on respect for:

- working hard and to the best of ones ability and aptitude
- diversity of achievement in all areas of the school's life
- oneself and each other
- the community and the environment

These values form the core principles underpinning this equal opportunities policy.

The Law

Featherstone High School will operate within legal frameworks to ensure that the statutory responsibilities and obligations are met for equal opportunities under the following legislations:

Sex Discrimination Acts 1975 & 1986 The Equal Pay Act 1970
The Disability Discrimination Act 1995 The Working Time Regulations 1998
Part time workers Regulations 2000 Protection from Harassment Act 1997
Employment Rights Act 1996 Employment Relations Act 1999
The Asylum and Immigration Act 1996 The Health and Safety at Work Act 1974
The Rehabilitation of Offenders Act 1974 Human Rights Act 1999
Employment Equality (Sexual Orientation) Regulations 2003
Sex Discrimination Gender Reassignment Regulations 1999
Management of Health & Safety at Work Regulations 1999
Maternity and Parental Leave Regulations 1999
Employment Equality (Religion or Belief) Regulations 2003
Race Relations Act 1976 and the Race Relations (Amendment) Act 2000

Responsibility for Implementation

Featherstone High School's Head teacher, Chair of Governors and Senior Management Team are responsible for ensuring that this policy is implemented effectively and that all staff are aware of it. All staff who work for Featherstone High are responsible for being familiar with this policy and to ensure they implement it effectively and fairly. All staff have a personal responsibility to:

- treat people fairly and without prejudice;
- value and respect others;
- ensure that no one is harassed, victimised or bullied in the workplace in line with this policy;
- promote a work environment where everyone feels confident to report incidents, which are unfair or personally offensive, and to report such incidents to a senior member of staff when it is believed they have taken place;
- ensure that no racist incidents take place within the School.

Equality of Opportunity

Equal opportunities issues arise throughout employment, particularly related to recruitment, promotion and development. Featherstone High recognises that employers should have a fair and non-discriminatory system for recruiting, developing and promoting people. Fair and open recruitment procedures will be in place and staff with a responsibility for recruitment will be trained for their roles.

Recruitment

No job applicant will receive less favourable treatment than another on the grounds aforementioned in the introduction. All vacancies will be published internally and externally (where necessary) except those:

- which are 'ringfenced' for staff at risk of their post being made redundant;
- where a member of staff is being redeployed to accommodate their disability, health needs, training or other similar reason.

Featherstone High will not discriminate directly or indirectly when advertising a post by including any requirements or criteria, which are unnecessary to the post and may, unintentionally, exclude certain groups of potential applicants from applying. Advertising for certain category of (male/female) staff would be exceptional and based within current legislation. Advertisements will be expressed in clear language and available in a variety of formats (when required) e.g. large print or via an audio device. No discriminatory language will be included in advertisements. Positive action measures are permitted where the conditions set down in legislation are met.

Selection

Featherstone High recognises that it is unlawful to use recruitment methods that exclude or disproportionately reduce the number of applicants from a minority group. Each individual will be assessed according to his or her personal capability to do the job.

Selection will be applied consistently, and based upon clear criteria in accordance with the job description and person specification. Short-listed candidates will be asked if they require any particular arrangements to be made in the selection process to enable ease of participation. All selection decisions will be carried out by a panel that reflects the workforce.

Promotion

Promotion is a competitive selection process for internal candidates, and opportunities for promotion will be widely published within Featherstone High School and open to any employee with either the skills, or potential after training to meet the requirements of the job description. Selection process will apply as above. All unsuccessful applicants will be entitled to written reasons why their promotion was not successful, upon request.

Training and Development

Employees will have a personal training and development plan, which is reviewed annually. Information on opportunities available for support, supervision, training, promotion and career development is available to all employees via the personnel manager.

Managing Performance

Managers will ensure that performance development review (PDR) and disciplinary procedures are applied fairly, objectively and within the spirit of this policy. Every member of staff will have a development plan that is designed to meet their specific needs.

Working Environment

As part of its commitment to equality for a diverse workforce, Featherstone High will aim to create a culture in which all staff have the right to be treated with dignity and respect. Managers will ensure that employees are provided with an environment where they are able to work free from harassment or intimidation, and where regard is paid to their individual needs. They have a responsibility to set the standards of acceptable behaviour of staff, and will ensure that their own behaviour cannot be construed as personal harassment by acting with fairness and equity. All staff carry responsibility for their own behaviour. Featherstone High School will also make reasonable adjustments to the workplace to ensure that disabled staff are not at any substantial disadvantage compared to nondisabled staff.

Monitoring, Evaluation and Review

Featherstone High School will maintain adequate personnel records to enable effective monitoring of compliance with this policy. This will include:

- monitoring data on the diversity of the workforce – by heritage, sex, age, disability and status (i.e. part time)
- review and evaluation of equality policies and procedures
- pay, grading, career development and promotion
- effectiveness of current monitoring processes.

Dealing with Complaints

All staff will be aware that direct or indirect discrimination, victimisation and instances of harassment or abuse, which are in contravention of this policy and/or the law will be treated as disciplinary offences and will be dealt with under the school's agreed disciplinary procedures. If staff wish to make a complaint, in the first instance this should be made to the manager. If the complaint is against the manager or they are not available, or if a confidential conversation is needed staff need to speak to the personnel manager. The manager will ensure that the complaint is dealt with quickly, effectively and

confidentially and fully investigated by an appropriate person (assigned by the Head Teacher) and that the appropriate action is taken in accordance with the policy. If staff are not happy that their complaint has not been investigated fully or dealt with properly, it will be referred for further investigation to the Head teacher and Chair of Governors. If

staff feel that they require further independent help they can call the Equal Opportunities Help line on 0845 604 6610.

Concluding Statement

Featherstone High School is a fully inclusive comprehensive school that aims to meet the individual needs of all staff. This policy is the framework within which all our policies are developed. It makes explicit the values of the school and seeks to ensure that all stakeholders are committed to upholding these values. Everyone in the school is of equal value and should have equal opportunities in school and in life. The governing body, the Head Teacher and the staff recognise their responsibility for making this happen. This means being both flexible and adaptable and that the school may have to change in order to meet the needs of individual staff.

Evaluation

Monitoring and review of progress will take place regularly within the relevant governing body sub committee.

Other relevant policies and procedures

Staff Discipline policy

Whistle blowing policy