



Shapla Primary School

Equality and Diversity Policy for School Staff

September 2009

1. Policy

The Governing Body of Shapla Primary School is committed to promoting equality and diversity, providing an inclusive and supportive environment for all.

In the implementation of this policy the Governing Body will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio- economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive study and work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff

2. Responsibility for Implementation

The Governing Body has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice. The Senior Manager with responsibility for equalities issues will oversee the implementation of this policy.

The Resources Committee is responsible for monitoring the implementation of all equal opportunities policies and procedures and reporting on the progress made in achieving equalities targets to the Governing Body. The Head Teacher has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures with the following senior managers: Anna Burt, Tim Hibdige, Carol Cafagna and Dawn Pritchard.

3. Responsibility and Liability

All members of staff remain personally responsible for ensuring that they act within the law. The Senior Management Team of the School are responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Governing Body could be vicariously liable for actions carried out by staff purportedly in the School's name. Any member of staff may be personally liable if, whilst on School business and despite guidance and training from the School, they behave illegally.

4. Related Policies

All School policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy. The following directly relevant policies and procedures support the School's implementation process:

- Race Equality Policy and Action Plan
- Disability Policy
- Bullying and Harassment Policy
- Gender Equality Scheme
- Age Retirement Policy

Annual data monitoring and action plans will be developed and maintained as appropriate in relation to areas such as race, disability, age, gender, religion, sexual orientation and work-life balance. Appropriate objectives will be set. Equality and diversity awareness will be built into all School planning and review processes.

All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff, students and Trades Union representatives.

5. Monitoring and Evaluation

The Personnel Committee will monitor the implementation of the policy and all associated equality action plans, reporting annually to the Governing Body.

6. Action Planning

Staff Issues

6.1 Recruitment and selection procedures

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed.

6.2 Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking senior teaching and management posts and the employment of ethnic minorities and disabled staff.

6.3 Training

All School employees and governors undertaking recruitment and selection will be trained in equality issues. Equality and diversity training will be included in induction sessions and induction packs for all newly appointed staff. Managers with responsibility for staff will receive training in equality and diversity matters, including the relevant law and their duties. Managers are responsible for ensuring that their staff attend equality and diversity training within two years of appointment.

6.4 School Committees

The composition of School committees and working groups will be reviewed to ensure that they reflect the diversity of the population they represent.

7. Complaints
Staff

7.1 Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure. Staff who experience bullying or harassment should follow the procedure outlined in the Harassment Policy.

7.2 The Harassment Policy is available.

8. Equality Aims

GENDER	AGE	SEXUAL ORIENTATION
The School will publish a Gender Equality Scheme in accordance with the Gender Equality Duty. Workforce targets will be maintained and reviewed. The School will promote a positive work life balance environment and develop family friendly policies.	The School will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.	The School will eliminate unlawful discrimination on grounds of sexual orientation. Policies will be reviewed to ensure that they comply fully with legislation on sexual orientation.
DISABILITY	RACE/ETHNIC ORIGIN	RELIGION
The School will remove barriers to participation by disabled people, wherever possible. Implementation will be monitored and targets reviewed in relation to increasing numbers of disabled staff. Staff who become disabled whilst working with the School will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality.	The School will ensure participation of black and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000 and in accordance with the School's Race Policy and Action Plan. Monitoring will be undertaken to identify any areas of inequality.	The School includes people from diverse religious and cultural backgrounds and will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

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