



# Westminster City School Equality and Diversity Policy

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# Equality and Diversity Policy

## 1. Introduction

*The Governing Body of Westminster City School (WCS) is committed to promoting equality of opportunity for all staff, job applicants, pupils and students. 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, harassment, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas and in which all decisions are based on merit.*

All members of Westminster City School community have the right to be treated with courtesy and respect. We are committed to the elimination of all discriminatory behaviour e.g. racist, sexist and homophobic abuse. We believe that a safe, caring and nurturing learning environment is a necessary condition and a fundamental right of each individual for their fullest development. Any behaviour which infringes that right, is not tolerated. Offensive language and images, bullying or harassment of any sort are not tolerated. Every effort is made to achieve harmonious relations among all members of the the school community.

We aim to provide a vibrant environment in which work and social enterprise can be achieved in harmony, and where access to our buildings and resources will enhance participation and opportunities for all. We aim to ensure that all aspects of the curriculum provide opportunities for all pupils and students to build on their strengths and previous successes. Efforts are made to avoid any form of stereotyping. Written materials and other resources aim to reflect and promote the cultural and linguistic diversity of the Academy community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). 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.

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.

This policy has been circulated for consultation with staff

Our Statement under Public Sector Equality Duty, once agreed, will be appended to this policy.

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

## 2. Who is covered by the policy?

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

The policy also applies to all pupils and students at WCS.

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## 3. Who is responsible for this policy?

The Governing Body has ultimate responsibility for the effective implementation of this policy and the Headteacher is responsible for equalities issues has overall responsibility for the effective operation of this policy and compliance with discrimination law. The Personnel Committee and Curriculum Committee, for staffing matters and academic matters respectively are responsible for monitoring the operation of this policy. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the Headteacher.

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote its aims and objectives with regard to equal opportunities.

Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. A designated member of the School's Leadership Group, under the direction of the Headteacher, has overall responsibility for equal opportunities training. All members of staff are personally responsible for ensuring that they adhere to the policy and promote WCS' and objectives with regard to equal opportunities. In certain circumstances the Governing Body could be held to be vicariously liable for actions of their staff. 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.

Staff requiring further information or training on the operation of the policy should contact the Headteacher.

## 4. Scope and purpose of the policy

### (i) From a staff perspective

This policy applies to all aspects of the 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.

We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities. Please see the following for specific information on our approach to these issues: Current Staff Handbook and WCS Policies.

### (ii) From a curriculum perspective

- We welcome and promote cultural diversity, race and gender equality, and counter any forms of stereotyping, through our curriculum, our displays, our assemblies and our interrelationships. The Religion Studies, Citizenship and PSHCE subject areas play a key role in the promotion of equalities issues through the curriculum, including raising awareness of bias, stereotyping, scape-goating and by promoting justice and equality.
- We respect and promote the dialects, accents and home languages of the school community, within the classroom and around the school.
- We regularly check our policies and practices to ensure that pupil/students with a disability and staff are not disadvantaged.
- We ensure that the school rules, regulations and organisation are sensitive to, and show respect for, diverse cultural practice e.g. religion, dress, diet, festivals.
- We ensure that key elements of this policy are regularly communicated to parents and carers.
- We engage with parents and carers in order to ensure the effective implementation of this policy.

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- We ensure that we are consistent, sensitive and fair in the treatment of pupils/students as individuals, when using praise and when using criticism.
- We refuse to accept stereotyping language when talking to pupils, students, parents and colleagues. This standard applies to all letters and publications sent out by us.
- We ensure that all new pupils/students are introduced to the principles of this policy via assemblies and via pupil/student induction.
- We purchase and display books, which portray positive and non-stereotypical images.
- We enable pupils/students who are victims of discriminatory behaviour to have access to pastoral support.
- We encourage teachers to give time and attention fairly to all pupils/students.
- We employ strategies, which encourage pupils/students to enjoy working and playing together.
- We ensure that pupils/students with a disability are not treated less favourably for reasons relating to their disability, and we take every possible measure to ensure that they are not disadvantaged, in comparison to their peers.
- We highlight our policy wherever possible, with adults who visit us e.g. pre-visits, work experience etc.

## 5. Forms of discrimination

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

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above.

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.

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. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

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.

Disability discrimination; this 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.

## 6. Staff training and promotion and conditions of service

Staff training needs will be identified through regular staff appraisals where needed. 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.

Our conditions of service, benefits and facilities 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. Discipline and Termination of Employment

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

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

## 8. Disability discrimination

Staff who are disabled or become disabled, are encouraged to tell the school about their condition as early as possible so that appropriate support can be arranged.

Staff experiencing difficulties at work because of a disability should speak to their line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Line Manager may wish to consult with the colleague and their medical adviser(s) about possible adjustments. WCS will consider the matter carefully and try to accommodate specific needs. If a particular adjustment is considered to be unreasonable WCS will explain the reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for staff with a disability.

## 9. Fixed-term employees, Casual and Agency Workers

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.

## 10. Part-time work

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

## 11. Breaches of this policy

Staff who believe that they may have been discriminated against are encouraged to raise the matter through WCS' Grievance Procedure. If staff believe that they may have been subject to harassment or bullying they are encouraged to raise the matter through the Anti-Harassment and Bullying Policy.

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.

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.

Any member of staff who believes any pupil/student has used discriminatory or offensive language towards them should refer to the Behaviour policy.

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## 12. Monitoring and review of the policy

This policy is reviewed annually by the Personnel Committee.

WCS will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Headteacher.

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Appendix A

Equality statement

To be added once agreed.