



EQUAL OPPORTUNITIES EMPLOYMENT POLICY

VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE: Ambitious, Self-confident, Physically Literate, Independent Learners, Resilient, Emotionally Literate

RATIONALE

An equal opportunities employment policy assists in making the optimum use of human resources in the best interests of the Academy and its employees. It is evidence of a commitment by the Academy to employment procedures and practices which do not unlawfully discriminate and provide equality of opportunity for all.

The overall responsibility for promoting and ensuring equality of opportunity within the school rests with the governors but senior staff and employees at every level have a responsibility to promote and implement the policy. All employees have a responsibility to apply the Academy's principles in practice. It is the responsibility of every employee to ensure that the Academy's equal opportunities policy is observed and to understand clearly that there is a moral and legal duty not to discriminate against individuals: whether those employed by the Academy, other staff, customers, suppliers or visitors. The active co-operation and commitment of all staff is essential for the success of the school's Equal Opportunities Policy.

This policy applies to all persons employed to work within and on behalf of the Academy.

OBJECTIVES

By providing a written policy the Academy aims to ensure that all employees are aware of the policy, its aims and objectives and their role in its implementation. It also aims to ensure that all employees are aware of their rights and responsibilities under the law in respect of the Policy and to provide encouragement and guidance to senior and managerial staff in the implementation of the policy.

POLICY STATEMENT

The Academy will seek to ensure that all existing employees are treated equally as well as potential employees. It is committed to there being equal opportunities in this organisation and discrimination because of or related to the protected characteristics of

sex, sexual orientation, gender reassignment, disability, pregnancy or maternity, being married or a civil partner, age, race (including colour, nationality and ethnic or national origins), religion or belief which is not permitted by law; or on any other grounds, except where this is necessary to ensure that the job is done effectively and safely. The governors of the Academy will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements than cannot be justified.

In keeping with the commitment to the promotion of equal opportunities the governing body will keep under review its policies, procedures, documentation and practices to ensure all employees are treated equally. These principles will apply to recruitment, training, promotion, dismissal, transfer and all other benefits, terms and conditions of employment. This policy statement will apply (and be circulated) to all employees within the Academy and be made known to all job applicants.

LEGISLATION OBLIGATIONS

Over recent years, Parliament has passed a number of important anti-discrimination and equal opportunity acts which, along with European legislation, have helped to shape this Equal Opportunities Policy.

Unlawful discrimination is now encompassed under one piece of legislation – the Equality Act 2010.

DEFINITION OF TERMS

In relation to the protected characteristics set out above, unlawful discrimination includes (subject to certain exceptions):

- less favourable treatment of a person because they have a protected characteristic, or are associated with someone else who has such a characteristic, or are thought (whether rightly or wrongly) to have the characteristic;
- a provision, criterion or practice which is applied to a group of people, but which puts or would put an individual with a protected characteristic, and others sharing that characteristic, at a particular disadvantage (unless it can be shown to be a proportionate means of achieving a legitimate aim);
- harassment related to a protected characteristic. Harassment is where the harasser engages in unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment is also unwanted conduct of a sexual nature which has that purpose or effect; and less favourable treatment for rejecting or submitting to this type of conduct. In general it does not matter whether the victim has the protected characteristic, is associated with someone else who has such a

characteristic, or is simply thought (whether rightly or wrongly) to have the characteristic;

- subjecting a person to a detriment for making a complaint of discrimination or giving evidence in relation to such a complaint; or for seeking, giving or receiving information to find out the connection between pay and a protected characteristic (victimisation);
- treating a person unfavourably because of something arising in consequence of that person's disability.

PROGRAMME OF ACTION

The following section outlines the steps which the Academy will take to develop and implement employment and personnel practices in pursuit of its Equal Opportunities Policy.

Recruitment and Selection of Staff The

Academy will ensure that:

- all external recruitment advertisements carry the statement 'The Academy is committed to Equal Opportunities'
- all employees will be provided with a statement of this policy
- the criteria for selection and promotion are determined solely on the basis of objective and job related criteria
- all persons making selection decisions will be given appropriate equal opportunities training which will include specific guidance on how to avoid unlawful discrimination. If you believe you ought to have been trained in equal opportunities but have not been, or believe you need further training, please speak to the Academy's HR Manager
- all documentation relating to recruitment and selection avoids unlawful discrimination

Access to Training and Development

The Academy will seek to ensure that all employees have equal access to training and development opportunities regardless of any protected characteristic they may have. All existing training will be reviewed to ensure that it complies with this Equal Opportunities Policy.

All existing and prospective employees of the Academy will be made aware of:

- the Academy's policy and procedures
- employee's own personal liability under the legislation
- equal opportunity issues and discrimination

Rehabilitation, Retraining and Redeployment

The Academy will endeavour to rehabilitate, retrain and redeploy employees who become disabled whilst in the employment of the Academy.

Redeployment and Redundancies

The Academy will seek to ensure that persons with the responsibility for selecting employees for redeployment or redundancy do not unlawfully discriminate in the process of selection.

Discipline

Equal opportunities is taken very seriously by the Academy and any act of discrimination by an employee will be regarded as a disciplinary matter and will be dealt with according to the Academy's Disciplinary Procedure and may be regarded as gross misconduct. Employees can be held personally liable as well as, or instead of, the Company for any acts of unlawful discrimination. Those who commit serious acts of harassment may be guilty of a criminal offence.

Grievance

The governors and the Principal will treat seriously and take prompt action on any employee grievance concerning unlawful discrimination.

An employee who believes that he or she has been subject to unlawful discrimination, by the Academy, another employee, the Principal or a governor will have recourse to the grievance procedure and/or the provisions of the Academy's Staff Conduct Policy, as appropriate.

In the event that such complaints are found to be well-founded, disciplinary action will be taken against those responsible and in serious cases may result in dismissal.

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MONITORING, EVALUATION AND REVIEW

Monitoring is an essential and integral element of this Equal Opportunities Employment Policy. The Academy will develop a monitoring system to examine the effective

implementation of its policy and to assess whether it is achieving its aims and objectives, and to plan future priorities and strategies. Overall responsibility for the policy resides with the governing body of the Academy and its implementation is delegated to the Principal. Its day to day operation rests with the senior management team, all managers and senior staff and employees of the Academy. The Academy will seek to work in co-operation with recognised Trade Unions to secure their support and co-operation in the promotion, implementation and monitoring of the Policy.

The Bourne Academy is committed to promote diversity and will therefore respect individual preference in terms of customs, culture and tradition.

This policy document was prepared in co-operation with the predecessor school of the Academy and the Teachers Associations and recognised Trade Unions for support staff in March 2005

Signed off by Governing Body on 19.11.2010

Reviewed by the Principal and Governing Body on 14.02.14

To be reviewed in March 2016

Next Review Date: March 2018