

## The Swan School Policy – Equality and Diversity (Staff)

Aims:	<ul style="list-style-type: none"> <li>To value diversity and tackle social exclusion</li> <li>To ensure that we treat all employees and applicants fairly and to meet any reasonable or additional needs they have</li> <li>To ensure that we employ the best possible workforce by eliminating conscious and unconscious bias during the recruitment process.</li> <li>To have a workforce that reflects local diversity and helps to assure the effectiveness of the school.</li> <li>To create a supportive and inclusive working environment, free from discrimination and harassment</li> </ul> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>Following all relevant employment legislation</li> <li>Promoting a supportive and inclusive working environment amongst all staff</li> <li>Making channels for reporting any incidences of discrimination to all staff.</li> <li>Monitoring student behaviour records, staff recruitment, student, staff and parent/carers questionnaires</li> </ul>
Targets/ Outcomes	<ul style="list-style-type: none"> <li>At all levels Academy staff represent: Women and men – different racial, cultural and religious backgrounds – younger and older People with disabilities – People with differing sexual orientation.</li> <li>No reported incidences of discrimination 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)</li> <li>Staff surveys report that all members of staff feel that the school is a supportive and inclusive working environment.</li> <li>Any reported incidences of discrimination or harassment are dealt with swiftly and seriously. Any member who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute Gross Misconduct.</li> </ul>
Definition	<ul style="list-style-type: none"> <li>Under the Equality Act there is a requirement for public sector bodies, including schools, to promote equality for disabled people in every aspect of their work. Schools will need to take an organisational approach to formulating policy and practices, which positively promote disability.</li> <li>The Equality Act 2010 introduced a single Public Sector Equality Duty (sometimes also referred to as the 'general duty') that applies to public bodies, including maintained schools and Academies, and which extends to all protected characteristics – race, disability, sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment. This combined equality duty came into effect in April 2011.</li> <li>The Policy applies to all aspects of our relationship with staff and relations between staff members at all levels, including 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.</li> <li>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</li> </ul>
<b>• Roles and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>All staff will :</li> </ul>	<ul style="list-style-type: none"> <li>Will play a role in actively promoting this policy</li> <li>Treat colleagues with dignity at all times, and not discriminate against or harass other members of staff regardless of their status</li> <li>Report to an appropriate person know if they have been the victim of prejudicial treatment or believe others have been</li> </ul>
<ul style="list-style-type: none"> <li>Line managers will:</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up all claims of incidents of prejudice or harassment involving those staff they have responsibility for</li> <li>Report claims to the appropriate member of the SLT for monitoring purposes</li> <li>Take appropriate action, using agreed disciplinary procedures if necessary if any employee breaks this policy</li> <li>Set an appropriate standard of behaviour, leading by example and ensure that those they manage adhere to the policy and promoted aims and objectives with regard to equal opportunities</li> <li>Provide training and guidance to staff so they are clear about the policy and their own legal responsibilities</li> <li>Take measures to recruit staff fairly, without conscious or unconscious bias.</li> </ul>
<ul style="list-style-type: none"> <li>SLT will :</li> </ul>	<ul style="list-style-type: none"> <li>Take positive action to promote the recruitment of a diverse workforce</li> <li>Ensure that training on issues relating to equalities is included in an annual schedule of training</li> <li>Monitor recruitment and employment statistics to identify under-representation</li> <li>Keep records of discriminatory incidents and claims of, bullying, grievance and harassment</li> <li>Take a lead in the investigation of reports of discrimination/harassment and disciplinary action as appropriate.</li> <li>Report this key data to the Governors annually, providing a summary and recommendations for action</li> </ul>
<ul style="list-style-type: none"> <li>Other Relevant Docs:</li> </ul>	Equal Opportunities (Students) Policy, <a href="#">Equalities Act (2010)</a>

<b>Monitoring Date:</b>	<b>Monitored By:</b>	<b>Full Review Due:</b>	<b>Review By:</b>

## Equality Objectives

Objective	Rationale	Actions	Targets/Intended outcomes
To ensure that the school's staff reflect a diversity of ethnicities and religions/beliefs	The initial staff cohort is predominantly made up of one ethnic group.	<ul style="list-style-type: none"> <li>• Review recruitment packs to ensure that they are not unconsciously biased against ethnic minority groups in order to increase applications.</li> <li>• Ensure that all members of staff involved in recruitment complete training on unconscious bias.</li> <li>• Shortlist in pairs to reduce the possibility of unconscious bias.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in number of members of staff from ethnic minority groups.</li> <li>• Increase in the diversity of staff members at all levels.</li> </ul>
<i>Other objectives will be identified once we have more information about our new cohort</i>			