



Equality and Diversity Policy

Version:	2.0	
Policy Owner / Author:	Director of HR	Date: 06/01/24
Date JCC consulted:	16 January 2025	
Approved by:	Board of Trustees	Date: 04/04/25
Review period:	Every 3 years (or earlier if new guidance or legislation issued and/or business need for earlier review identified)	
Next review due by:	February 2028	

Version Control

Current version	Previous version	Summary of key change(s)
2.0	1.0	Rewrite of policy to ensure fully comprehensive.

Contents

1. Equal opportunities statement	3
2. About this policy	3
3. Discrimination.....	3
4. Recruitment and selection	4
5. Disabilities.....	4
6. Part-time and fixed-term work.....	4
7. Breaches of this policy	4
8. Training.....	4

1. Equal opportunities statement

We are committed to promoting equal opportunities in employment. You will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("Protected Characteristics").

2. About this policy

- 2.1. This policy sets out our approach to equal opportunities, diversity and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2. The Trust is responsible for this policy including keeping it under review and is responsible for any necessary training on equal opportunities.
- 2.3. This policy does not form part of any employee's contract of employment.

3. Discrimination

- 3.1. You must not unlawfully discriminate against or harass other people including current and former employees, pupils, parents, job applicants, suppliers and visitors. This applies when working in the Trust, outside the Trust (when dealing with parents, pupils, the public, suppliers or other work-related contacts), and on Trust-related trips or events including staff social events.
- 3.2. The following forms of discrimination are unlawful:
 - 3.2.1. **Direct discrimination:** treating someone less favourably because of a Protected Characteristic.
 - 3.2.2. **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified¹.
 - 3.2.3. **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which 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.
 - 3.2.4. **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
 - 3.2.5. **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.

4. Recruitment and selection

- 4.1. Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting will be carried out by a minimum of 2 people.
- 4.2. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.3. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4. Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Job offers are conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

6. Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

7. Breaches of this policy

- 7.1. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in summary dismissal.
- 7.2. If you believe that you have suffered discrimination or have witnessed discriminatory behaviour you should raise the matter directly with your line manager, principal or a member of the HR team or through our Resolution Procedure or Anti-Bullying and Harassment Procedure. Matters raised will be treated seriously and will be investigated as appropriate.
- 7.3. You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

8. Training

All staff must complete Equality and Diversity training as part of their induction. Refresher training is provided every 3 years or earlier if necessary.

ⁱ [Objective justification - Using protected characteristics to make decisions](#)