



WELLINGTON COLLEGE  
SPONSOR OF  
WELLINGTON COLLEGE ACADEMY TRUST

# EQUAL OPPORTUNITIES POLICY

This policy is applicable to all students, staff and parents of The Wellington College Academy Trust.

## DOCUMENT CONTROL

<b>Responsible position:</b>	<b>Approved by:</b>
HR Department	Executive Principal
<b>Version number:</b>	<b>Date approved:</b>
4.0	January 2017
<b>Review Period:</b>	<b>Next review date:</b>
3 years	January 2020

## RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Admissions Policy	October 2012
Anti-Bullying Policy	June 2013
Complaints Policy	June 2013
Disability Policy	June 2013
Equality Act	April 2010
Race Relations Act	November 1976
Race Relations Act Amendment	November 2000
Duty to Promote Racial Equality	May 2002
Recruitment Policy	June 2013
Safeguarding & Child Protection Policy	February 2013
Special Educational Needs (SEN) & Inclusion Policy	June 2013
National Minimum Standards Standard 8.4	June 2015

## REVISION RECORD

Date	Version	Revision Description
September 2009	1.0	Written in line with current processes and legislation
June 2013	2.0	Reviewed and updated with current policies compiling 'Gender Equality', 'Race Equality' and 'Race Incident' into one policy
August 2014	3.0	Updated with current policies
June 2015	3.0	Reviewed in line with current NMS guidelines
January 2017	4.0	Amended in line with current processes and legislation

## **INTRODUCTION**

The Wellington College Academy Trust (Trust) is committed to treating all students, parents, staff and job applicants fairly and equally regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, nationality, ethnic or national origin, pregnancy or maternity, religion or belief, age, disability or union membership status.

Staff are supported delivering this service through a recognised responsibility to every student preparing them for a life within a culturally diverse society offering opportunities to the highest possible standard, assisting them advance to the next stages of education.

This policy is also implemented with The Wellington College Academy Trust Boarding House.

## **PURPOSE**

The prime purpose of the Equal Opportunities Policy is to promote respect for others, harmonious relationships within the Trust and the wider community ensuring that students, staff and parents are not adversely affected in any area of the Trust's activities.

In this policy, the term "parents" means all those having parental responsibility for a child.

## **STUDENT RESPONSIBILITIES**

- Every student should be helped to develop a sense of personal and cultural identity that is confident and open to change, remaining receptive and respectful towards other identities
- Every student should develop the knowledge, understanding and skills that they need in order to participate in our multi-ethnic society, and in the wider context of an inter-dependent world.

## **STAFF RESPONSIBILITIES**

- All staff familiarise themselves with this policy to understand responsibilities towards students and colleagues, providing an appropriate learning experience for all students
- All staff utilise the policy when planning teaching and learning strategies, including behavioural issues. Educating students against any form of prejudice or negative stereotyping
- The Trust will monitor progress of its Equal Opportunities Policies annually and review at least every two years
- The Trust will challenge any discrimination with a view to eliminate unlawful discrimination
- All Directors and Governors will ensure that the requirement to promote equality is clearly reflected in the management of staff and students
- All Senior Leaders will ensure appropriate arrangements are put in place to monitor and raise the performance and aspirations of potentially disadvantaged students and staff
- All Senior Leaders are to create an environment which affirms and supports ethnic, cultural, religious and social diversity as well as effectively promote good personal, community and race relations

## COMPLAINTS PROCEDURE

Anyone in the Trust who feels this policy is not being followed is entitled to raise the matter in accordance with either the Grievance Procedure, Dignity at Work Policy or Whistleblowing Policy, as appropriate.

Anyone outside the Trust who wishes to make a formal complaint must do so through the Trust's complaints procedure.

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## DISCRIMINATION

Employees, students, agency workers and other visitors to the Trust must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with students, parents, suppliers or other work-related contacts), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- (b) **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 justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- (c) **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 the Trust's Dignity at Work Policy.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This is dealt with further in the Trust's Dignity at Work Policy
- (e) **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.

Protected Characteristics, for these purposes, are 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

## DISABILITY

Where students have physical and/or learning disabilities, the Trust will ensure that:

- Whatever arrangements are reasonable and practical, within financial constraints, are made to ensure that disabled students can gain access to the curriculum; and
- The Trust works effectively with local services and agencies, providing coherent support

The Trust also has a Disability Policy, which provides more detail.

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## **GENDER**

The Trust will seek to ensure its Gender Equality Duty as defined in the Equality Act 2010 by:

- Seeking to eliminate harassment and discrimination
- Offering all students regardless of their gender the opportunity to participate in extracurricular activities, Trust plays or trips
- Monitoring bullying and harassment and use this information to determine future policy
- Ensuring that stereotypes in terms of gender are actively challenged in both the classroom environment and around the Trust
- Ensuring the Trust environment is as accessible and welcoming as possible to visitors of both sexes. Open evenings and other events which parents or carers attend will be held in an accessible part of the Trust
- Encouraging parents of both sexes to participate in their child's education e.g. Attending parents' evening/ options evening; and
- Ensuring each of our local governing body's is representative of the students, staff and local community that they serve

## **TRAVELLERS**

The Trust will ensure that:

- Travelling children are successfully integrated into the Trust
- Where necessary, distance learning packs are provided to support continuous learning
- Travelling children with special educational needs receive appropriate support; and
- Travellers' cultures are affirmed to share and broaden experiences for all students

## **RACE, INCLUDING REFUGEES**

Racial aspects will be considered when managing staff issues, particularly when:

- Recruiting staff
- Allocating teaching and learning responsibilities
- Re-evaluating staff structures
- Managing flexible working
- Managing parental and carers leave
- Managing pregnancy and return from maternity leave
- Sexual and sexist harassment
- Applying grievance, capability and disciplinary procedures
- Managing Equal Pay
- Managing work based training opportunities

## **Managing Racist Incidents**

The Trust expects all staff to:

- Deal with any racist incidents that might occur
- To know how to identify and challenge racial and cultural bias and stereotyping
- To support students in their class for whom English is an additional language; and
- To incorporate principles of equality and diversity in all aspects of their work

Racist symbols, political symbols or other biased and/or offensive insignia are forbidden in the Trust. The display of such materials is regarded as discriminatory behaviour.

All racial incidents must be reported to SLT via the PA to the Executive Principal / Headteacher using the 'Racist Incident Log'. Behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and could lead to dismissal. For procedures following a racist incident see appendix A.

#### **RECRUITMENT AND SELECTION**

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 should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

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.

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. Where necessary, job offers can be made 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.

#### **RESPONSE TO DISCRIMINATION**

All forms of discrimination by any person within the Trust will be treated seriously. A careful note of such incidents will be made, whether they take place in the Trust grounds, corridors or teaching areas.

It should always be made clear to offending individuals that such behaviour is unacceptable and continued discriminatory behaviour by students will lead to the involvement of parents.

## **Appendix A**

### **Procedures Subsequent to a Report/Log Of a Racist Incident**

The Trust will adhere to and include the following principles and actions, subsequent to a report of a racist incident.

1. The perpetrator will be interviewed and the incident discussed in detail with an aim to establish a clear understanding of events; this in turn should educate and repair damage, build towards a better understanding of the impact of their actions
2. The victim will be counselled with the aim of showing understanding and giving reassurance. The incident will be discussed in some detail in order to clarify events, to educate, to repair damage and to build towards a better understanding
3. A supervised meeting between the victim and the perpetrator will be arranged, only if the victim wishes, to discuss the incident and impact fully. An agreed action plan will be developed to deal with this incident
4. We recognise that dealing with racist incidents is a learning experience for the victim and perpetrator
5. Victims of racism and racial harassment will be supported by the Trust and where appropriate, we will seek the support of outside agencies
6. Intervention strategies should as far as possible, empower students who have suffered harassment
7. All racist incidents will be seen as serious bullying
8. Every effort will be taken so the student and parents/carers involved in a racist incident feel that it has been properly dealt with and that effective procedures are in place to enable any complaints to be heard fairly and appropriately