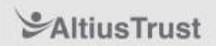


Equal Opportunities Policy



Date	Review Date	Coordinator	Nominated Governor
March 2017	March 2021	Rina Hughes	

Equal Opportunities

1. Introduction

We believe this policy should be a working document that is fit for purpose, represents the ethos of the Altius Trust, enables consistency and equality across the Trust and is related to the following legislation:

- Human Rights Act 1998
- The Education (School Performance Information) (England) Regulations 2001
- Gender Recognition Act 2004
- Equality Act 2010

We understand that the Equality Act 2010 combines and builds upon the existing legislation covering discrimination and promotion of equality of opportunity.

We recognise that this Act brings together into one Act those areas now known as ‘protected characteristics’ that qualify for protection from discrimination such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2. Policy Statement

- a. It is the policy of the Altius Trust to create a workplace free from unlawful discrimination. Specifically, it is our policy to ensure that all pupils, employees and workers associated with our Trust:
 - i. **Are** treated fairly regardless of their, or a person with whom they are associated, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
 - ii. **Experience** a working and or teaching and learning environment that is welcoming, inclusive, supportive and constructive.
- b. As an employer we will **not tolerate**:
 - i. behaviours that create, or seek to create, an intimidating, hostile, offensive or disturbing environment; this includes zero tolerance of all and any unwanted verbal or physical abuse and/or advances and/or behaviour, which an employee finds offensive and which causes them to feel threatened, humiliated, patronised, distressed or harassed.
 - ii. behaviours by individuals who consciously or unconsciously misuse their power or position to intimidate, humiliate or undermine others. We recognise that these behaviours can make people feel humiliated and undermine their confidence such that they become fearful, losing confidence and belief in themselves.
- c. We are committed to embedding our commitment to diversity and inclusion throughout the employment life cycle. We believe there is an implicit business case to take action to remove all forms of discrimination. Discrimination is wasteful of talent and harmful to both individuals and the

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organisation. It has the effect of reducing employment prospects and preventing full consideration of abilities, potential and experience. We will adopt equality of opportunity and diversity good practice within:

- i. Admissions and assessment practices
- ii. Recruitment practices
- iii. Promotion decisions
- iv. Access to Teaching, Learning and Development
- v. Selection for redundancy
- vi. Grievance case management
- vii. Decision making within formal procedures including but not limited to conduct, performance, attendance and absence.

2. Policy Scope

This policy addresses diversity and equal opportunities in the context of the relationship between workers and the Altius Trust. It applies to all workers and employees of the Altius Trust and specifically includes:

- i. Their actions and behaviours whilst representing the brand of the Altius Trust both within and outside of their working time for the Altius Trust.
- ii. Their actions and behaviours, including those on social media and similar, where the worker has clearly associated themselves with the Altius Trust. This means the policy extends to their private lives where an individual has chosen to identify themselves as being a worker or employee of the Trust by referencing the Trust or identifying themselves as a worker of the Altius Trust e.g. on social media.

3. Responsibilities

Employee and workers

All employees and workers,

- i. **Will not** treat people unfairly on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- ii. **Will** adopt personal standards of behaviour that demonstrate their commitment to treating colleagues and co-workers with dignity and respect of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- iii. **Will** adopt personal standards of behaviour that are foster a culture of inclusion and respect within the workplace towards colleagues and co-workers regardless of their age, disability,

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gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- iv. **Will take** attend learning and development interventions relating to diversity and equal opportunities where directed.
- v. **Will** speak with their line manager, or another member of the senior leadership team if they observe behaviours inconsistent with this policy.

Line Managers

- i. In addition, Line managers will ensure that they maintain a soundly based understanding of anti-discrimination current legislation and its application to the workplace through their programme of continuous professional development, attending learning and development interventions where directed. Line managers, including members of the Senior Leadership Team, are reasonably expected to take personal responsibility for accessing credible on line, free at the point of use, materials such as those provided by ACAS on an annual basis and recording such CPD in their annual appraisal.
- ii. Line managers have a duty under this policy to act on behaviours observed by them, or reported to them, inconsistent with this policy which may include ensuring the relevant policy (grievance, bullying and harassment and or disciplinary) is followed in dealing with allegations of discrimination and or other behaviour inconsistent with the spirit of this policy.
- iii. Line managers, including members of the Senior Leadership Team, are required to read Appendices A to E which are good practice documents available from the ACAS website.
 - **Appendix A:** Equality and Discrimination: understand the basics (<http://www.acas.org.uk/media/pdf/d/8/Equality-and-discrimination-understand-the-basics.pdf>) or the most up to date guidance available on www.acas.org.uk.
 - **Appendix B:** Prevent discrimination: support equality (<http://www.acas.org.uk/media/pdf/2/e/Prevent-discrimination-support-equality.pdf>) or the most up to date guidance available on www.acas.org.uk.
 - **Appendix C:** Discrimination: what to do if it happens (<http://www.acas.org.uk/media/pdf/o/l/Discrimination-what-to-do-if-it-happens.pdf>) or the most up to date guidance available on www.acas.org.uk.
 - **Appendix D:** Social media, discipline and grievances (<http://www.acas.org.uk/index.aspx?articleid=3378>) or the most up to date guidance available on www.acas.org.uk.
 - **Appendix E:** Social Media and Bullying (<http://www.acas.org.uk/index.aspx?articleid=3379>) or the most up to date guidance available on www.acas.org.uk.

Senior Leadership Team

- i. In addition, members of the Senior Leadership team, under the direction of the CEO of the Altius

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Trust are responsible for creating, maintaining, and monitoring progress against, a continuous improvement plan to ensure the Trust reviews and improves its practice in all aspects of the employment life cycle for the purposes of:

- Eliminating and preventing unlawful directly and indirectly discriminatory practices on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
 - Developing a culture of welcome, support, inclusion, respect and constructive feedback.
- ii. The senior leadership team will take seriously and ensure the timely investigation of concerns raised where an individual feel that they have been subject to unlawful discrimination or experienced behaviours inconsistent with the spirit of this policy.

Trust Directors Board

- i. The Trust Directors Board has ultimate responsibility for developing and maintaining this policy document, monitoring and reporting as required, compliance with this policy, and ensuring the implementation, by the senior leadership team of the Altius Trust of this policy and associated improvement plans, by ensuring sufficient resources are made available to the senior leadership team for purposes of ensuring employees and workers are aware of, and fulfil, their responsibilities under this policy.
- ii. The Trust Directors Board is also responsible for ensuring the school fulfills its equality duty which requires public bodies, including schools, to:
- a. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not.
- iii. By monitoring the development, implementation and evaluation of outcomes of a continuous improvement plan against each of the above strands.

4. Raising concerns

- a. If you feel that you have been treated unfairly on the grounds of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, please work with the Altius Trust to resolve the situation at the very earliest opportunity.
- b. There are many different ways that complaints and concerns about discrimination can be brought to the attention of the Altius Trust. These include:
- i. an employee raising the matter quietly with the person who has made them feel uncomfortable if they feel able to do so;

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- ii. an employee raising the matter quietly with their line manager or any member of the senior leadership team
 - iii. an employee raising the matter through another contact - for example, their Union representative or a work colleague
 - iv. an employee raising an issue through the Trust's grievance or bullying and harassment policy
 - v. a member of staff observing behaviour of an employee or worker that concerns them and telling a member of the senior leadership team
 - vi. a line manager or member of the senior leadership team observing behaviour of an employee or worker that concerns them taking the appropriate action (e.g. talking with the employee concerned or ensuring the correct procedure is followed)
- c. There are ways of dealing with complaints in some circumstances which do not involve moving straight into a formal approach, such as the informal stages of the grievance procedure. These include informal discussions and mediation.
- d. If complaints cannot be satisfactorily dealt with in these less formal ways, it would usually be appropriate to move into the grievance policy or another relevant procedure such as the bullying and harassment policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- reports such as the Headteacher reports to the Local Governing Committee

Training

All Trust personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Safer Recruitment
 - Contract of Employment
 - Data Protection
 - Disclosure and Barring Service Checks
 - Equal opportunities
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

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Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any employee, worker or pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every 4 years or when the need arises by the coordinator, the Headteacher of each school, the Local Governing Committee and the Trust Directors Board,

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Trust Directors Board for further discussion and endorsement.

Linked Policies and Documents

▪ Safeguarding & Child Protection	▪ Contract of Employment
▪ Data Protection	▪ Disclosure and Barring Service Checks
▪ Continuous Professional Development	▪ Performance Management
▪ Staff Appointments Procedures	

Headteacher:		Date:	
Chair of Governing Body:		Date:	