



St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number: P/5/Jun09</i>	<i>Date Agreed: 25th June 2009</i>
<i>Policy Title:</i> EQUAL OPPORTUNITIES EMPLOYMENT	<i>Authorised By:</i> W.M.Thompson
<i>Area: Personnel</i>	<i>Due for Review: Jun 2011</i>
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

1 Introduction

- 1.1 The Governing Body of St Peter's Church of England Junior School recognizes its responsibilities in the employment of staff in the school. In accordance with those responsibilities, it wishes to ensure the fair and equal treatment of all its staff and all those who are applicants to work in the school.
- 1.2 This policy sets out the principles under which the Governing Body of the school will operate to meet these aims. It complements, and should be read in conjunction with, the school's Pupil Race Equality and general Equal Opportunity policies, to which the principles outlined here apply equally.
- 1.3 This policy models the Hampshire LA approach to equal opportunities in employment, as laid out in the current 'Manual of Personnel Practice - Volume 1'. As such, it has been discussed with, and agreed by, all staff representatives and with the trade unions and professional associations.
- 1.4 This policy is available to all staff in the school and to any prospective applicant. The Governing Body welcomes any comments or contributions to the policy document.

2 Statement of Intent

- 2.1 The Governing Body of the school is committed to equality of opportunity for all, both in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. This policy focuses specifically on the employment of staff in the school.
- 2.2 The Governing Body and managers of the school will operate at all times within the requirements of anti-discrimination legislation and will promote positive equality of opportunity in its staffing decisions. All decisions, including advertising of vacancies, short-listing, selection, induction, appraisal, training, development, promotion, pay and selection for redundancy (should the need arise) will be based on an objective and fair assessment of need.
- 2.3 The only personal characteristics which will be taken into account will be those which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups.
- 2.4 All staff will have the right, through the agreed procedures, to challenge any decision or action which they believe to be in breach of these principles.
- 2.5 Any member of staff who deliberately and knowingly contravenes the policy will be liable to formal disciplinary action.

3 Advertising of Vacancies

- 3.1 All vacancies will be advertised openly and will be available for members of staff in the school to apply for. In most cases vacancies will be advertised externally unless there are exceptional reasons why this should not occur, for example in situations of potential redundancy.

4. Selection for Appointment, Promotion or Redundancy

All decisions relating to appointments or promotions will be conducted in accordance with the following principles:

- 4.1 A detailed job description will be drawn up which accurately describes the duties of the post.
- 4.2 An objective and sufficiently detailed person specification will be defined from this job description.
- 4.3 From these documents, a list of objectively assessed selection criteria will be drawn up.
- 4.4 Job descriptions, person specifications and selection criteria will be available to all candidates.

- 4.5 Shortlisting will be carried out against the selection criteria and a written record retained of the assessment of each candidate.
- 4.6 All interview panel members must be trained in selection techniques.
- 4.7 At least one person on each panel must be trained in equal opportunities and the requirements of anti-discrimination legislation.
- 4.8 Selection decisions will be made against agreed criteria and no other criteria will be used.
- 4.9 A written record of the selection decision relating to the agreed criteria will be retained.
- 4.10 Reasonable adjustments will be made to the recruitment and selection process to ensure that people with disabilities will be enabled to compete for appointments in the school.
- 4.11 In the case of selection for redundancy, the principles agreed in Annex B (Appendix 23) of the Hampshire LA 'Manual of Personnel Practice - Volume 1' will be strictly adhered to, in order to remove any possibility of unlawful discrimination.

5. Specific Issues

- 5.1 **Gender and Marital Status** - The Governing Body is opposed to any direct or indirect discrimination based on gender, including gender change, or marital status. This will include any unequal treatment based on pregnancy. There may be situations in the school which require special consideration and where a genuine occupational qualification may apply to justify the employment of someone of a particular sex. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

We are further opposed to any act of victimisation or sexual harassment against any member of staff on the grounds of their gender or change of gender. Such action will be investigated in accordance with the school's procedure and may lead to formal disciplinary action.

- 5.2 **Race** - The Governing Body is opposed to any direct or indirect discrimination based on race, colour, ethnic or national origin. There may be situations in the school which require special consideration and where a genuine occupational qualification may apply to justify the employment of someone of one particular race or ethnic origin. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

We are further opposed to any act of victimisation or harassment against any member of staff on the grounds of their race, colour, ethnic or national origins. Such action will be investigated in accordance with the school's procedure and may lead to formal disciplinary action.

5.3 Disability - The Governing Body is opposed to any discrimination against people with disabilities based on the assumptions of their ability or otherwise to carry out the duties of a post in the school. All candidates with disabilities who meet the basic essential criteria for a post will be interviewed. Provision will be made for adjustments to the working conditions or environment where this is practicable.

5.4 Other Factors - The Governing Body also recognizes its statutory obligation not to discriminate on the grounds of trade union membership or non-membership.

Although there is no statutory requirement not to discriminate against many other minority groups in society, the Governing Body wishes to state that it will not in any way discriminate against members of staff or applicants for posts on the following grounds:

- Age
- Sexual orientation
- Political affiliation

5.5 Positive Action - The Governing Body recognises that the avoidance of discrimination is not sufficient to ensure that equality of opportunity exists in the school. It will therefore give full consideration to measures of positive action which may assist in achieving the aims of this policy. These measures may include:

- Encouraging applications from specific groups which are under-represented in the school.
- Supporting training measures for under-represented groups.
- The use of job-sharing arrangements wherever practicable.
- Exploring the availability of childcare facilities in the area which can be made available to employees in the school.
- Exploring the possibility of career breaks for all staff to assist with family commitments.

5.6 Dignity At Work - As a Church of England School, the Governing Body is committed to the principles of dignity at work for all its staff in the school, based on the Christian ethos. This includes the right to be treated with respect by all managers and colleagues. Any person who fails to act in accordance with this principle may be the subject of formal disciplinary action.

5.7 Complaints - The school has procedures for handling complaints of harassment. The first point of contact for any such concern should be the Headteacher, unless the complaint is against the Headteacher, in which case the first point of contact should be the Chair of Governors. Support is also available from trade unions, professional associations and the HCC Employee Support Line.

5.8 Training - The principle outlined above in relation to fair and equal treatment will also apply to the selection for training. Details of training opportunities will be made available to all staff, who will be given the opportunity to bid for places on courses which they believe to be relevant to their role and personal development, and which support the School Improvement Plan. There can, of course be no guarantee that all such requests will be met.

6. Monitoring the Policy

The Governing Body will regularly monitor the effectiveness of this policy by the following methods:

- 6.1 The existing workforce will be asked to complete a monitoring form (copy attached) so that data is available on the composition of the staff group.
- 6.2 All applicants for posts will be asked to complete the same form to enable monitoring of our selection decisions against the principles of this policy.
- 6.3 Information arising from this data collection process will be published on an annual basis and will be available to all staff and governors.
- 6.4 Staff and governors will be invited to give feedback from time to time, and to make suggestions for improvements.
- 6.5 The incidence of complaints under the harassment procedures and any other aspect of this policy will also be monitored, and figures published on a regular basis.
- 6.6 This policy will be reviewed by the Governing Body on a three-yearly basis, and whenever there is a change of legislation.