



Henry David Learning

**PERSONNEL
POLICIES & PROCEDURES:**

Woodfield School

**EQUAL OPPORTUNITIES
2.7**

March 2023



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Woodfield School is committed to providing high quality teaching and learning for its pupils. It recognises that by valuing and promoting equality and diversity for all employees and job applicants, and avoiding unlawful discrimination in employment and delivery of services, Woodfield School will be able to deliver first class education.

Woodfield School aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Woodfield School also values diversity and recognises the varied contributions that a diverse workforce brings to an organisation; is committed to drawing on different perspectives and experiences of individuals which will add value to what it does.

Woodfield School will ensure that it does not discriminate against employees on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).

The principles of non-discrimination also apply to how Woodfield School expects its employees to treat other employees, pupils, parents and carers, visitors, clients, customers, suppliers and former employees regardless of whether the legal protection of having a protected characteristic applies

Under the general public sector equality duty under the Equality Act 2010, Woodfield School must have due regard to the need to:

- (a) eliminate discrimination, harassment and victimisation;
- (b) advance equality of opportunity between people who share a protected characteristic and those who do not; and
- (c) foster good relations between people who share a protected characteristic and those who do not.

The duty covers the protected characteristics of race, disability, sex, age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment. The first part of the duty - the duty to eliminate discrimination, harassment and victimisation - also applies to the protected characteristic of marriage and civil partnership.

This policy does not form part of any employee's contract of employment and may be amended at any time.



Scope and purpose: This policy covers all individuals working at all levels and grades in Woodfield School.

This policy applies to all aspects of the employment relationship and covers job advertisements, 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. It also applies to former employees for example in the provision of employment references.

The purpose of this policy is to set out how Woodfield School will put its commitment into action and comply with the law, to ensure that equality and diversity is promoted in the workplace and its employees are not subject to and do not commit unlawful acts of discrimination.

Roles and responsibilities.

The Senior Leadership Team (SLT) have overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation. Day-to-day operational responsibility including regular review of this policy, has been delegated to Deborah Wilson.

All senior leaders must set an appropriate standard of behavior, lead by example and ensure that those they manage adhere to the policy and promote Woodfield School 's aims and objectives with regard to equal opportunities.

All employees have a duty to act in accordance with this policy and not to discriminate against or harass other employees, treating them with dignity at all times. They should also apply this to how they treat members of the public in the provision of services and should support Woodfield School in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace.

Forms of discrimination:

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favorably because of one or more of the protected characteristics as set out above. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is a genuine occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. It will only be in exceptional circumstances that this will apply in Woodfield School.

Indirect discrimination occurs where someone is disadvantaged by a provision, criterion or practice that also puts people with a protected characteristic at a particular disadvantage.



Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that a person has a particular protected characteristic irrespective of whether they do have that protected characteristic (this does not include marriage and civil partnership and pregnancy and maternity).

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as parents and carers, clients or customers.

Applying Woodfield School policy to recruitment and selection:

Woodfield School aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Woodfield School's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant skills and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job. Short listing of applicants should be done by more than one person wherever possible.

Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.

Woodfield School will take reasonable steps to ensure that vacancies are advertised to a diverse labour market.

Applicants will not be asked about health or disability before a job offer is made, other than where it is necessary to;

- (a) establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- (b) establish if any reasonable adjustments need to be made to enable an applicant to have a fair interview or assessment.
- (c) carry out equal opportunities monitoring (which will not form part of the decision-



making process).

Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.

Woodfield School is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance, name or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original specified documents before employment starts to satisfy current immigration legislation.

Applying Woodfield School policy to training, promotion, pay decisions and conditions of service:

Employees training needs will be identified through the supervision process. All employees will be given appropriate access to training for their job and in order to enable them to progress within the school.

Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of Woodfield school. Where appropriate steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

Applying Woodfield School policy when terminating employment:

Woodfield School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

Woodfield School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability discrimination:

If you are disabled or become disabled, Woodfield school encourages you to tell the school about your condition so that Woodfield school can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager or principal to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager or principal may wish to consult with you and your medical adviser(s) about possible adjustments. Woodfield School will consider the matter carefully and try to accommodate your needs within reason. If Woodfield School considers a particular adjustment would not be reasonable it will explain the reasons and try to find an alternative solution where possible.



Woodfield school will monitor the physical features of its premises to consider whether they place disabled employees or job applicants at a substantial disadvantage compared to other employees. Where reasonable, Woodfield School will take steps to improve access for employees who have a disability.

Breaches of this policy:

If you believe that you may have been discriminated against you are encouraged to raise the matter through the Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter with your line manager or principal. If you are uncertain which applies or need advice on how to proceed you should speak to the Human resources Department Debi Anderson or Rimsha Lal.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under Woodfield School 's Disciplinary Procedure and Rules.

Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behavior may constitute gross misconduct and, as such, may result in summary dismissal. Woodfield School takes a strict approach to serious breaches of this policy.



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