



EQUALITY POLICY GRANTA SCHOOL

Version	Date	Description	Chair of Committee	Ratified (Y/N)
1	June 2014	Presented to Personnel Committee	Lee Ginger	Y
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1 The School Context

Granta is a day Area Special School in a rural area of Cambridgeshire. Although set in this community the majority of our students are transported to the school from a wide catchment area which includes some pupils from Essex and Suffolk and from the city centres of Cambridge and Ely. Most of our students are indigenous British but we do have a significant minority of students for whom English is a second language or who represent a diversity in cultural backgrounds including Pakistani, Caribbean, Polish, Italian, Egyptian and children from travelling families who have now settled. Polish is our most well represented group. A significant number of students come from backgrounds where socio-economic disadvantage has more impact than in the school's geographic locality as can be seen from the comparative figures for free school meals. Nationally there is a correlation between financial hardship and families living with disability, as caring for children with complex needs often reduces the opportunities parents have to seek paid employment outside the home.

Our staff tend to be more local than the students and we do not have the same diversity of backgrounds represented in our staff group. Polish and other European languages are our most well represented group. All students at Granta have a complex learning disability and may have additional physical, health or sensory disabilities. All students are under the protection of Statements of Special Educational needs. Some of our students present challenging and unpredictable behaviours. Student progress is tracked against individual and personalised targets and NC and 'p' level expectations. The way in which we provide for and promote pupils with differing types of disability and monitor the impact of our provision and the progress pupils make is core to our view of equality, diversity and fairness across the school

Granta is unusual for a special school in that we tend to have between 40 and 50% of students at any time who are girls. It is more usual for special schools to have a much smaller ratio of girls to boys.

Equality – aims and values

At Granta we aim to provide equality and excellence for all in order to promote the highest possible standards.

Our Equality Policy is based on the following core values as expressed in this school's aims/mission statement:

Our Vision is that we want our pupils to:

- Be independent to the best of their ability, having a sense of personal responsibility for themselves and their actions and to be mindful of the needs of others.
- Be excited about learning.
- Be happy and confident people by focusing on developing their communication and social skills.
- Know how to find support and be able to make safe relationships.

Our values in achieving our vision for all our pupils are that we will:

- Value each pupil as an individual and develop their sense of personal identity and worth.
- Encourage our pupils to become effective communicators by using and facilitating augmentative systems ourselves.
- Promote an ethos of respect for all by respecting each other at all times.
- Provide excellent standards in teaching and learning based on sound assessments and high expectation.
- Encourage pupils to take controlled and monitored risks so that they experience success and satisfaction.
- Develop personal and social skills through allowing opportunities to be independent and creative.

- Coordinate a personalised package of education, therapy and care for each individual.
- Celebrate every success informally and through established systems.
- Provide opportunities throughout the school for pupils to experience community life and endeavour to support them to access their own local communities.
- Help our pupils feel safe and secure.
- Work together and support each other in making learning fun.

Policy

- 1.1 The Governing Body of Granta is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive 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.
- 1.2 We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.
- 1.3 All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status. [Your attention is drawn to our separate Bullying and Harassment policy.]
- 1.4 This policy has been agreed following consultation with the trade unions through EPM and is based on EPM's model policy.
- 1.5 [Our Statement under Public Sector Equality Duty is attached as Appendix A]
- 1.6 This policy does not form part of any employee's contract of employment and may be amended at any time.

2 Who is covered by the policy?

- 2.1 This policy covers all individuals working at all levels and grades, including senior managers, employees, trainees, part-time and fixed-term employees, volunteers, casual workers, agency staff and governors (collectively referred to as **staff** in this policy).

3 Who is responsible for this policy?

- 3.1 The Governing Body has ultimate responsibility for the effective implementation of this policy and the Senior Manager with

responsibility for equalities issues has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. The Personnel Committee is responsible for monitoring the implementation of this policy. Day-to-day operational responsibility has been delegated to the head teacher.

- 3.2 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice as and when they are involved with those processes. The head teacher has overall responsibility for equal opportunities training. All members of staff are personally responsible for ensuring that they adhere to the policy and promote our aims and objectives with regard to equal opportunities. Staff should be aware that they may be personally liable if they are found to have discriminated against another person whilst in School or on School-related business.
- 3.3 If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the head teacher to request training or further information.

4. Scope and purpose of the policy

- 4.1 This policy applies to all aspects of our relationship with staff and to relations between staff members at all levels. This includes 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.
- 4.2 We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities. Please see the following for specific information on our approach to these issues: SUCH AS SAFER EMPLOYMENT POLICY, DRESS CODE, FLEXIBLE WORKING POLICY

5. Forms of discrimination

- 5.1 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.
- 5.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

- 5.3 Indirect discrimination is where there is 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.
- 5.4 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. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- 5.5 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.
- 5.6 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.

6. Staff training and promotion and conditions of service

- 6.1 Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit. [Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.]
- 6.2 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

7. Discipline and Termination of Employment

- 7.1 We will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.
- 7.2 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

8. Disability discrimination

- 8.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 8.2 If you experience difficulties at work because of your disability, you should speak to your Key stage manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. [Your line manager Key stage manager] may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.
- 8.3 We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff.

9. Fixed-term employees, Casual and Agency Workers

- 9.1 We monitor our use of fixed-term employees, casual and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

10. Part-time work

- 10.1 We monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately [under our Flexible Working Policy].

11. Breaches of this policy

- 11.1 If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment or bullying you are encouraged to raise the matter through our Harassment and Bullying Policy.
- 11.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff 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 our Disciplinary Procedure.

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

12. Monitoring and review of the policy

12.1 This policy is reviewed annually by the Personnel Committee.

12.2 We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

12.3 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Deputy Headteacher.