



Equal Opportunities Policy for Staff

Policy date:	March 2022
Date of next review:	Spring 2023
Owner:	SLT
SLT committee responsible:	N/A
Intended audience:	All
Location:	School Portal and Website

1. Introduction

- 1.1. Haileybury is an equal opportunities employer.
- 1.2. In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, Haileybury is committed to achieving and maintaining a workforce which is diverse and inclusive, in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "**Protected Characteristics**").
- 1.3. To this end, the School will periodically review the operation of its recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- 1.4. No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:
 - 1.4.1 recruitment and selection;
 - 1.4.2 promotion, transfer and training opportunities;
 - 1.4.3 benefits, terms and conditions of employment;
 - 1.4.4 grievance and disciplinary procedures;
 - 1.4.5 termination of employment including redundancies;
 - 1.4.6 conduct at work.
- 1.5. Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils. Further information can be found in the Equal Opportunities Policy for Pupils.
- 1.6. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
- 1.7. This policy should be read in conjunction with the School's Dignity at Work Policy and its Recruitment, Selection and Disclosures Policy.

2. Implementation

The School, with the assistance of the staff, will:

- 2.1. break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit;
- 2.2. advertise vacancies and ensure job selection criteria are appropriate for the job;
- 2.3. promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary;
- 2.4. ensure that all members of staff are fully informed of, and trained in relation to, this Policy;

- 2.5. monitor the composition of the School and the effects of its recruitment practices;
- 2.6. examine and review existing procedures to ensure they are not discriminatory in their operation; and
- 2.7. ensure that the language used in official communication reflects the letter and spirit of this Policy.

3. Recruitment and Selection

- 3.1. The recruitment and selection process is governed by the School's principles of non-discrimination and is designed to take account of the individual's knowledge and skills, experience and character and the requirements of the vacant post.
- 3.2. The capability of the individual to perform in the position will be the main selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be considered.
- 3.3. All applicants will be dealt with courteously and as expeditiously as possible.
- 3.4. Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- 3.5. All offers of employment shall be conditional on satisfactory completion of the pre-employment checks, as set out within KCSIE and the School's Recruitment, Selection and Disclosures Policy.

4. Gender Pay Gap Reporting

- 4.1. The School is required to publish an annual report containing data on its gender pay gap. The report is published on the School website and can be accessed [here](#).

5. Training and Promotion

- 5.1. Training needs will be identified through regular appraisals and the School's professional development programmes for teaching and support staff respectively. Staff will be given appropriate access to training to enable them to progress within the School and all promotion decisions will be made based on merit.

6. Termination of Employment

- 6.1. The School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 6.2. The School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

7. Disability

- 7.1. If a staff member is disabled or becomes disabled, the School encourages them to notify the School about their condition so that it can provide the appropriate support.
- 7.2. A disability will not of itself justify the refusal of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

7.3. If a staff member experiences difficulties at work because of a disability, they may wish to contact the HR Department to discuss any reasonable adjustments that could help overcome or minimise the difficulty. The HR Department may consult with the staff member and any medical adviser about possible adjustments and the staff member may be required to give their consent to a report being produced about their state of health and ability to perform their duties. The School will consider the matter carefully and try to accommodate their needs within reason. If the School considers a particular adjustment would not be reasonable, it will explain the reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

7.4. The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out their duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

7.5. Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, they should discuss this requirement with the HR Department in the first instance.

8. Part-time and fixed term work

8.1. Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

9. Breaches of this policy

9.1. The School takes a strict approach to breaches of this policy, which will be dealt with in accordance with the Staff Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

9.2. If a member of staff believes that they have been the subject of discrimination they can raise the matter informally, or formally through the Staff Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

9.3. Staff will not be victimised or suffer any detriment if they raise a complaint about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the School's Staff Disciplinary Procedure.

Version history		
Date	Reviewed by	Notes
March 2022	SLT	New policy approved