Chelmsford County High School for Girls

Equality, Diversity and Inclusion Policy

Approved by the Governing Body:

Deleted: i

Deleted: es

Formatted: Left, Indent: First line: 1.25 cm

Equalities Policy

Introduction

At Chelmsford County High School for Girls (CCHS), we are committed to ensuring equality of education and opportunity for all, and welcome students, staff, parents, carers, visitors and governors, irrespective of race, disability, religion and belief, or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity, and able to participate fully in school life, as a valued member of our community.

As part of our commitment to change@cchs we are members of Equality and Diversity's Schools Network. Equality and Diversity UK is a specialist training company focussing on equality and diversity in the private, public and voluntary sectors. As part of their school's network we are able to access up to date resources, advice on equality and diversity and a quarterly publication which includes news and features about Equality, Diversity and Inclusion. We are also committed to ongoing CPD, supporting our colleagues with resources and training to ensure that our understanding of the key issues is current and our commitment to equality is honoured.

We believe that the Equality Act 2010 (which harmonises and replaces previous legislation including the Race Relations Act 1976, Disability Discrimination Act 1995, Gender Recognition Act 2004 and Sex Discrimination Act 1975), provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. This includes upholding our obligations not to discriminate directly or indirectly on the grounds of the protected characteristics.
It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation
- any other bias

Furthermore, by fulfilling our Public Sector Equality Duty, we have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics; and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Policy Aims

The School recognises the benefits of being a diverse community, made up of individuals who value one another and the different contributions everyone can make. We promote an inclusive ethos and prepare our students for life in a diverse society by encouraging an appreciation of the enriching opportunities that this brings. Students are taught to value and respect each other, to question assumptions and stereotypes, and to recognise and challenge all forms of prejudice.

Policy in practice

Our school community provides equality of opportunity for *all* to ensure:

- We recognize and celebrate diversity within our community whilst promoting community cohesion
- We provide opportunities for our school community to celebrate and appreciate the diversity of others
- That no-one is unfairly or illegally disadvantaged on the grounds of the protected characteristics or other bias.
- That we promote attitudes and values that will challenge discriminatory behaviour, stereotypes, bias or prejudice
- That steps are taken to meet disabled people's needs, even if it requires more favourable treatment.

Our school community provides equality of opportunity for *all students* to ensure:

- That social and academic progress is achieved
- That all learners have equal access to a rich, broad, balanced and relevant curriculum
- That teaching and learning promotes equality, celebrates diversity and fosters community cohesion
- That resources and materials reflect the diversity of the School providing positive images of people who represent all the protected characteristics.
- That students and parents are consulted in the review of this policy and are fully involved in the provision made by the school
- That differentiated planning and teaching supports those who may find aspects of academic learning difficult
- That the classroom is an inclusive environment in which students feel all contributions are valued

Our school community provides equality of opportunity for *all staff* to ensure:

- That professional development is provided to all staff
- That the school avoids unlawful discrimination with regards to employment of staff including recruitment, promotion, opportunities for training, pay and benefits, discipline and dismissal, performance and selection for redundancy
- That staff and governors are consulted in the review of this policy and are fully involved in the provision made by the school

Admissions and Recruitment

Admissions

CCHS accepts applications from and admits students in line with its admissions policy, but irrespective of student's race, disability, sexual orientation, religion or belief or special educational needs and will not discriminate on these grounds in the terms in which a place is offered.

Recruitment

CCHS will treat all applications in a fair, open minded way. Every application will be considered irrespective of the protected characteristics or special educational needs.

Disability and Special Educational Needs

We will take positive and proportionate action to address the disadvantage faced by people with a disability by reducing and removing inequalities and barriers that may already exist. Our buildings are fully accessible, with accessible toilets located for both students and adults on each floor. There are lifts within the school that give access to most teaching spaces, and where this is not possible, adaptations with regards to rooming is considered a priority. Where the acoustics in the building are not suitable for those with hearing impairments, timetable adjustments are made accordingly.

We maintain and drive a positive culture towards inclusion of disabled people and those with special educational needs in all aspects of CCHS life and will not treat a member of our community less favourably on these grounds.

Students and parents of students with Special Educational Needs and Disabilities are directed towards the details within our SEND policy for objectives, aims and details regarding its implementation.

Roles and Responsibilities

It is recognised that everyone in the school community influences how equality, diversity and inclusion is achieved and everyone has a responsibility to uphold the law and principles of equality of opportunity.

Deleted: and

Discrimination, harassment or victimisation is unacceptable and is not tolerated within the school environment. All members of the CCHS community are expected to comply with this policy, treat others with dignity at all times, and to know how to identify and challenge

prejudice, stereotyping, and discriminatory incidents that may occur with regards any of the protected characteristics.

The Board of Governors has overall responsibility for:

- Determining, monitoring, reviewing and supporting the implementation of this policy
- Ensuring employment and recruitment policies and practice are non-discriminatory in word and operation
- Analysing and monitoring policy and practice and initiating appropriate action.
- Ensuring complaints are investigated and dealt with effectively
- Ensuring appropriate training takes place for governors and employees

The Board of Governors is committed to:

- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs
- Recognising the value of, and seeking to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities
- Ensuring that recruitment and selection is conducted in a manner that is systematic, efficient, and effective and which promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job
- Expecting all staff, volunteers and other workers to share this commitment

An equality statement will be provided to all applicants for jobs. The school may, where appropriate, apply positive action to encourage applications from particular groups where they are underrepresented in the workplace. In exceptional legitimate circumstances the school may apply a genuine occupational qualification to a particular role.

The Governors have delegated to the Headteacher the day-to-day responsibility for operating the policy and ensuring its accessibility, availability, maintenance and review.

The Headteacher with support from the senior leadership team is responsible for:

- Ensuring that the Equalities Policy is implemented
- Taking positive steps to create a culture in which everyone can feel confident of being treated with fairness, dignity and respect
- Creating a work environment in which all individuals are able to give their best; where all decisions are based on merit and which is free of harassment, victimisation and bullying.
- Providing appropriate training, guidance and support to employees to secure understanding of, and compliance with, its aim and expectations, and to enable staff and students tackle discriminative behaviour
- Ensuring that appropriate arrangements to monitor the performance of potentially disadvantaged students are in place
- Ensuring that all staff are aware of the Equalities Policy, and that teachers apply these guidelines fairly in all situations
- Promoting the principle of equal opportunity when developing the curriculum

- Treating all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness
- Ensuring recruitment, employment and management policies and practices are undertaken in accordance with the Policy
- Ensuring the Policy is brought to the attention of all employees and that they all receive appropriate training
- Treating all employees with dignity and respect and recognising and valuing individual skills and contributions
- Creating an environment in which employees are able to identify and share good practice, celebrate success and encourage positive attitudes towards diversity.
- Dealing appropriately with breaches of this policy.
- Ensuring a member of the senior management team is the nominated lead on equality and diversity issues

Behaviour or actions by members of staff against the spirit and/or the letter of the law or this policy, including but not limited to acts of discrimination, bullying or victimisation against employees or others in the school community will be considered disciplinary matters and will be dealt with under the school's Discipline and Dismissal Procedure and may, in some cases, lead to dismissal.

<u>The role of all staff: teaching and non-teaching:</u>

- To ensure that all students are treated fairly, equally and with respect, and will maintain awareness of the school's Equalities Policy and objectives.
- To provide material that gives positive images based on race, gender and disability, and challenges stereotypical images, where resources and displays reflect the experience and background of students, promote diversity and challenge stereotypes in all curriculum areas
- To challenge any incidents of prejudice, racism, homophobia, or misogyny, and record any serious incidents, drawing them to the attention of senior members of staff
- To support the work of ancillary or support staff and encourage them to intervene in a positive way against any discriminatory incidents
- To contribute to the spiritual, moral, social and cultural development of all students
- To act within equalities legislation and to comply with school policy.
- To treat everyone with dignity and respect, recognising and valuing individual skills and contributions
- To take part in training and comply with measures introduced to ensure equal opportunities and non-discrimination
- To report to their line manager, or other appropriate person, any breaches of this policy enacted against him/her or another person by another employee, student or another person connected with the business of the school.

Individuals can be held personally liable as well as, or instead of, the school for any act of unlawful discrimination. Individuals who commit serious acts of harassment may be guilty of a criminal offence.

Where an act of harassment is alleged, the school will thoroughly investigate the alleged circumstances and provide additional training/support to individuals as considered appropriate.

Anyone engaged to work/volunteer at the school must not unlawfully discriminate against or harass other people including current and former employees, job applicants, parents, children, suppliers and visitors or other persons that have contact with the school. This applies in the school, outside the school, and on school-related trips or events including social events.

We take a strict approach to breaches of this policy, and behaviour or actions by members of staff against the spirit and/or the letter of the law or this policy, including but not limited to acts of discrimination, bullying or victimisation against employees or others in the school community will be dealt with under the school's Discipline and Dismissal Procedure and may, in some cases, lead to dismissal.

Formatted: Font: Book Antiqua

Reporting of incidents

When incidents of a discriminatory nature occur, it is our collective responsibility to challenge and intervene positively.

Responding to and Reporting Incidents

It should be clear to students and staff how they report incidents. All staff, teaching and support staff should view dealing with incidents as vital to the well-being of the whole school.

Complaints

If you believe that you have received less favourable treatment on any of the unlawful grounds listed earlier in the policy then please contact one of the senior staff at the School.

If you continue to feel that the complaint has not been dealt with appropriately then you should raise the matter through CCHS's formal complaints procedure, referring to the Complaints Policy for guidance.

In line with legislative requirements, all reported breaches of this policy will be recorded and reviewed alongside the policy itself, annually.

The school will make every effort to protect employees from discrimination and all concerns raised with the school will be handled in a positive and sensitive manner and in accordance with the appropriate policy/procedure.

Students and Parents

Students or parents who feel that they, or their child has been unfairly discriminated against, harassed, bullied or victimised should raise it in the first instance with a senior member of staff within the school. Individuals who may be concerned that their report has not been dealt with in accordance with this Policy should raise their concerns via the school complaints procedure.

Employees

Existing employees who feel they have been unfairly discriminated against, harassed, bullied or victimised should raise it in the first instance with their line manager or other manager where their own line manager is the subject of the complaint.

Employees should refer to the grievance procedure for further information. Employees will not be penalised for raising a grievance, even if the grievance is not upheld, unless their complaint is found to be both untrue and made in bad faith.

Support for employees

Your employer will fulfil its obligations to protect their staff from inappropriate conduct and where it does occur, will offer and provide where needed, support to employees. Support may take the form of:

- Counselling
- An Occupational Health referral
- A period of leave of absence
- Additional management support for a period
- Assignment of a mentor
- Training

Assistance will be offered to any employee who has difficulty raising their grievance in writing due to disability and language barriers.

Formatted: Font: Book Antiqua

Applicants

Individuals who may be concerned that their application for employment has not been dealt with in accordance with this Policy should raise their concerns via the school complaints procedure.

Others

Visitors or other members of the school community who experience or witness discrimination, bullying, harassment or victimisation should report the matter to the headteacher in the first instance or via the school complaints procedure

Harassment includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Formatted: Font: Book Antiqua

Monitoring

The school will periodically monitor the application of its policies and procedures and their impact on all members and future members of our community to assess their effectiveness and revise them as necessary. The school is committed to engaging with relevant stakeholders in the review of policy and practice.

In particular, the school will monitor reported incidents, recruitment, promotion, training, pay, grievances, disciplinary action, leave of absence, flexible working, management of sickness absence and redundancy by reference to the protected characteristics of their students and employees.

The school will consider and implement any appropriate action to address any issues that may be identified as a result of the monitoring process.

Information provided during the admissions process or by job applicants and employees for monitoring purposes will be used only for these purposes. The school will publish such equality data as is required in accordance with the Equality Act and the Public Sector Equality Duty.

All data will be collected, held and processed in accordance with the school's Data Protection Policy/policy on processing special categories of personal data. Any publication of data will preserve anonymity.

Other relevant policies

Child Protection Policy
Special Educational Need and Disabilities Policy
School Behaviour Policy
Anti-Bullying Policy
Admissions Policy
Sex and Relationships Policy
Complaints Policy