

## KING EDWARD'S SCHOOL POLICY DOCUMENT

**Title: EQUAL OPPORTUNITIES POLICY - STAFF**

Policy Category Equal Opportunities Policy

Status Approved

Approved by HR Manager & Bursar

Current Author HJB

Last Approved/Updated December 2021

Frequency of Review Every two years

Date of Next Review Under review

Application Whole School

Responsibility HR Manager

## EQUAL OPPORTUNITIES POLICY

King Edward's School (KES) is an equal opportunities employer.

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, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area 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**").

To this end, we shall regularly review the operation of our 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.

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:

- Recruitment and selection
- Promotion, transfer and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils. This is documented in the School's Equal Opportunities (Pupils) policy, available from the School's website.

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.

If, at any time, employees feel that they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their immediate manager and utilise the grievance procedure. In the event any employee has been the subject of discrimination by another employee, a pupil, or by a third party in terms of physical or verbal abuse, or harassment, he or she should inform his or her manager immediately. The perpetrator of any proven instance of discrimination will be subject to disciplinary action and, (if an employee), may be dismissed.

## **Implementation**

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

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
- Advertise vacancies and ensure job selection criteria are appropriate for the job
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary
- Ensure that all members of staff are fully informed and trained on this Policy
- Monitor the composition of the School and the effects of its recruitment practices
- Examine and review existing procedures to ensure they are not discriminatory in their operation
- Ensure that the language used in official communication reflects the letter and spirit of the policy

## **Recruitment and Selection**

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be considered
- All applicants will be dealt with courteously and as expeditiously as possible
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester
- Appointments will be confirmed on receipt of satisfactory references, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical fitness (including a satisfactory medical report) and satisfactory completion of a probationary period.

## **Gender Pay Gap Reporting**

We are required to publish an annual report containing data on our gender pay gap. The report is published on the School website.

## **Training and Development**

Structured training and development at all levels within the School is essential to the efficient and effective operation of the school's support services and the development of the individual.

KES aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements,

the School will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics. The objectives of the training and development policy, as part of the recruitment and performance appraisal processes, are as follows:

- To provide an effective induction programme for each individual ensuring an understanding of the School, department and the individual's duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the School, associated with his or her job.
- To provide introductory and 'on the job' training to enable new employees to reach the required performance standard.
- To identify the current and future training needs of the individuals and match these to cost effective training programmes.
- To provide training to ensure improvements in skills, knowledge and attitude.
- To encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the School. We are therefore always willing to consider part-funding the fees for directly relevant courses, finances permitting.

The performance review process involves line managers reviewing the attributes of their staff with a view to matching them with the School's requirements. The development of individuals is a two-way process; line managers will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing their departmental head of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the line manager and the employee.

### **Termination of Employment**

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

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.

### **Disability**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment 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.

If you experience difficulties at work because of your disability, you may wish to contact your Head of Department/line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Head of Department/line manager may wish to consult with the HR Manager and you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our 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.

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

The School recognises the importance of taking pro-active measures to remove barriers to disabled people from the working environment. 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, he or she should discuss this requirement with their Head of Department/line manager, the Bursar and/or the HR Manager. The expertise of the disabled staff member concerning their own disability will be recognised.

Where the School does not have the relevant expertise to resolve the problem, an outside specialist may be consulted. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

### **Part-time and fixed term work**

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.

## **Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.