

**\*\*\*\*\* ACADEMY LOGO \*\*\*\*\***

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

**FOR TEACHING AND NON-TEACHING STAFF**

**POLICY AND GUIDELINES**

## EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

1. The Academy is fully committed to equal opportunities in employment. The Academy believes that everyone has the right to be treated with dignity and seeks to ensure that the principles of fairness and equality of opportunity underpin all its policies, procedures and practices.
2. Any alleged breach of this Policy by an employee will be investigated under the disciplinary procedure and appropriate action will be taken under that procedure where necessary.
3. No job applicant or employee will be treated less favorably because of their:
  - Disability,
  - Sex,
  - Being a Lesbian or Gay Man,
  - Race, Colour, Nationality, Ethnic or National Origins,
  - Religion, Creed
  - Marital Status,
  - Responsibility for Dependants,
  - HIV or AIDS status.
  - Age (unless a statutory age requirement exists)
  - Home Address, Social or Economic Status,
  - Criminal Record - (except where relevant to the post or covered by statute)
4. Separate policies deal more fully with disability, blood borne viruses and bullying and harassment at work -see:
  - Policy on Employment of Disabled People
  - Bullying and Harassment at Work Policy
  - Blood Borne Viruses – Policy and Guidelines
5. The Academy believes that an Equal Opportunities in Employment Policy is a means of maximising the effective use of human resources in the academy and is in the best interests of both employees and the academy. The Academy is committed to the promotion of equality of opportunity. All employees will be made aware of the provisions of this Policy.
6. The operation of recruitment, training and promotion policies for all individuals will be on the basis of the requirements of the job. No job applicant or employee will be disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Academy will not discriminate unfairly in the provision of general employee facilities and benefits.
7. Any individual employee or applicant for a job may complain to the Chair of Governors about any act of alleged discrimination. The CEO of the Academy will ensure that all complaints are investigated fully and fairly.
8. The Academy will monitor the effectiveness of the Equal Opportunities in Employment Policy and review all personnel policies and procedures to ensure that they continue to meet equal opportunity requirements.
9. The Personnel Committee is responsible for reviewing this policy, in consultation with the HR provider.

## **EQUAL OPPORTUNITIES IN EMPLOYMENT – GUIDELINES**

### **INTRODUCTION**

1. The Equal Opportunities in Employment Policy provides a basis for good management in the academy, in employment matters.
2. This document is intended for the benefit of all employees, the Headteacher/principal will ensure that all line managers implement the Policy.

### **SCOPE**

3. In this Policy, the Academy includes all employees whether full-time, part-time, temporary or casual, or any person who acts as an agent on behalf of the school in employment matters which affect employees of the academy.

### **ATTITUDES**

4. It is essential that employees guard against discrimination which is based on assumptions that people are less suitable for employment, because of their:

Disability,  
Sex,  
Being a Lesbian or Gay Man,  
Race, Colour, Nationality, Ethnic or National Origins,  
Religion, Creed  
Marital Status,  
Responsibility for Dependants,  
HIV or AIDS status.  
Age  
Home Address, Social or Economic Status,  
Criminal Record - (except where relevant to the post or covered by statute)

### **RECRUITMENT AND SELECTION**

5. The Academy must ensure that all staff who are responsible for recruiting and appointing new employees (including redeployees) are made fully aware of the requirements of the, Academy's Equal Opportunities in Employment Policy and that they follow the " Guide to Recruitment and Selection Procedures".
6. To ensure that selection is made on an objective basis and in accordance with this policy, all staff involved in the recruitment process should have attended a recruitment and selection training course.
7. Applicants for employment will be given clear and accurate information about the post through advertisements and during interviews. In addition, job descriptions and person specifications are to be sent to all applicants with the application form.
8. All interviews will be thorough, conducted on an objective basis and will deal only with the applicant's suitability for the job and ability to fulfil the job requirements.
9. The reasons for acceptance or rejection of all candidates must be recorded and the records must be kept by the appropriate staffing or administration officer for a minimum of six months.

10. Unsuccessful candidates must be offered the opportunity of receiving feedback on their applications/interviews. The offer of feedback must be made in the letter informing candidates that they have been unsuccessful, unless feedback has already been given verbally. A contact name and telephone number for feedback must be provided. Feedback can be in writing, by telephone or by personal interview.
11. If candidates seek information about the recruitment and selection policies and practices, this information must also be made available upon request.

## **ADVERTISEMENT**

12. All applicants will be informed that the school operates Equal Opportunities in Employment Policy. The following positive action statements are to be included in advertisements:

- (a) Composite Advertisements

**“This academy is committed to equal opportunities and positively welcomes applications from people regardless of: Disability, Sex, their being a Lesbian or Gay Man, Race, Colour, Nationality, Ethnic or National Origins, Religion. Creed, Marital Status, Responsibility for Dependents, HIV or AIDS Status, Age, Home Address, Social or Economic Status, Criminal Record - (except where relevant to the post or covered by statute)”**

- (b) Single Advertisements

**“This academy is committed to Equal Opportunities and welcomes applications from all sections of the community.”**

13. Encouragement may be given in some circumstances to under-represented groups. However, after encouraging such applications, candidates must be considered on their own merits and suitability for the post.
14. Information to employees about vacancies will be prominently displayed and circulated widely and promptly so as not to disadvantage any potential applicant. Headteachers/Principals must ensure that all employees are informed of the location of the nearest staff notice board on which copies of the “Jobs and News Bulletin” are displayed. New employees must be provided with this information during induction to the academy and, on a change of post or work base, the whereabouts of the notice board should be drawn to the employee’s attention.
15. Those responsible for deciding on the placing of external job advertisements must take into account whether the customary journals, newspapers or other advertising media unnecessarily restrict applications from particular groups. Advice is available from the HR provider.
16. If it is felt that a ‘Genuine Occupational Qualification’ (GOQ) exists and it would therefore be lawful to advertise for someone of a particular sex or race, (e.g. toilet attendant, person providing services to an ethnic group) the LEA must be consulted. If it is agreed that a GOQ exists, this must be clearly stated in the advertisement.

## **EMPLOYMENT POLICIES AND PRACTICES**

17. The CEO must notify the headteacher/principal/HR provider of any instances where pressure is being applied by employees, which may result in either direct or indirect discrimination. For example, an individual employee may be experiencing pressure from other employees, in that they are refusing to work with or cooperate with him/her.
18. Before resorting to any disciplinary action a Headteacher/principal should try to resolve the situation informally. It may be helpful to involve a relevant trade union officer at this stage to assist in the process.
19. The provision (or absence) of general staff facilities (for example, a work place with toilet facilities for men only) should not be allowed to cause discrimination against any group. The academy has a responsibility to provide for adequate staff facilities.

## **PUBLICISING THE POLICY**

20. All employees and agents of the academy must be informed of the Policy and Guidelines. Guidance and instruction must be given to ensure that discriminatory attitudes or practices are avoided in the workplace and in dealing with the public.

Departmental induction procedures for new employees must include information about the Policy.

## **TRAINING**

21. All staff involved in recruitment and selection should receive training in the application of the Equal Opportunities in Employment Policy. It is the responsibility of each The Academy to ensure that all appropriate staff attend a Recruitment and Selection Training Course.
22. General training opportunities, which are available within the academy, must be available to all employees on an equal basis. Selection for training must be non-discriminatory and line managers should take care to give equal encouragement to all staff. Training should be based on the identification of individual training and development needs.
23. Line managers should meet with employees on an individual basis, at least once, ideally twice per year, to discuss their career prospects and training needs. For teachers this may be carried out through the Performance Management policy.
24. Positive Action measures will be taken, where appropriate, for groups who are under-represented in the workforce.

## **COMPLAINTS**

25. All equal opportunity complaints should be made to the CEO who will ensure that they are dealt with under the appropriate procedure.
26. No employee or member of the public who makes Equal Opportunities complaint, or who provides information in relation to a complaint, will be victimised for their actions. It is the responsibility of all headteachers/principals to ensure that

employees are aware of this, and that victimisation is unlawful under the Race Relations Act, 1976: the Sex Discrimination Acts, 1975 and 1986 and the Disability Discrimination Act, 1995.

27. The Race Relations Act, the Sex Discrimination Acts, the Disability Discrimination Act and the Equal Pay Act, 1970, protect the interests of those affected by unlawful discrimination and give them the right of complaint to an Employment Tribunal.

## **MONITORING**

28. The CEO and their headteachers/principals are responsible for ensuring that the Equal Opportunities in Employment Policy and guidelines are followed. This includes monitoring how the policy is working in their academy.

Headteachers/Principals must ensure that monitoring forms are fully completed and returned promptly to the HR provider, in accordance with the guide to recruitment and selection procedures.

29. The Personnel Committee will monitor the effectiveness of the Policy with a view to removing and preventing discrimination. This will include analysis of employment statistics, training provision/take-up equal opportunity complaints and monitoring of recruitment and selection in the academy
30. The Personnel Committee will review the Equal Opportunities in Employment Policy, in the light of monitoring reports submitted by the Headteacher/Principal.

## **PERSONNEL COMMITTEE - EQUALITY ACTION PLAN**

31. To further and promote equal opportunities in the academy the Personnel Committee will be responsible for the development of an academy Equality Action Plan, which will be regularly updated to reflect equality issues, current at the time.
32. These plans will try to address the whole range of equal opportunity issues, through the setting of achievable targets and monitoring and reviewing progress in reaching them. The Personnel Committee will determine the timetable for the implementation of the Equality Action Plan.
33. These measures will raise the awareness of all employees, potential employees and relevant agencies, regarding the academy's policies and commitment in relation to the employment, promotion, training and career development of all under represented groups and their equal access to any benefits available to employees.