



# **The Arthur Terry Learning Partnership**

## **Equality and Diversity policy**

**This policy was approved by the Trustees on 12/10/20**

**John Vickers**..... **Chair of Trustees**

**Adopted on 12/10/20**

**This policy will be reviewed annually on or before 31<sup>st</sup> October 2021**

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(Note: Where reference is in this policy is to “Manager”, this will mean: CEO, Director of Education, Executive Team or Head Teacher.)

# 1 Introduction

- 1.1 The Trust is committed to providing high quality teaching and learning for its pupils. It recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, it will be able to deliver first class education.
- 1.2 The Trust aims to create a 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. It also values diversity and recognises the varied contributions that a diverse workforce brings to an organisation; it is committed to drawing on different perspectives and experiences of individuals which will add value to what it does.
- 1.3 The Trust will ensure that it does not discriminate against employees on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).
- 1.4 The principles of non-discrimination also apply to how the Trust expects its employees to treat its employees, pupils, parents and carers, visitors, clients, customers, suppliers and former employees regardless of whether the legal protection of having a protected characteristic applies.
- 1.5 This policy complies with the requirements of the Equality Act 2010. Under the general public sector equality duty of the Equality Act 2010, the Trust must have due regard to the need to:
  - 1.5.1 eliminate discrimination, harassment and victimisation;
  - 1.5.2 advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - 1.5.3 foster good relations between people who share a protected characteristic and those who do not.

The duty covers the protected characteristics of race, disability, sex, age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment. The first part of the duty - the duty to eliminate discrimination, harassment and victimisation - also applies to the protected characteristic of marriage and civil partnership. As part of the Trust's duty it publishes on its website, information relating to any persons who share a relevant protected characteristic who are affected by its policies and practices. The Trust will also publish gender pay gap reporting in line with the regulations.

- 1.6 As part of the application of this policy, the Trust may collect, process and store personal data and special categories of data in accordance with the data protection policy. It will comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018) in relation to how it collects, holds and shares personal data.
- 1.7 This policy does not form part of any employee's contract of employment and may be amended at any time.

## **2 Scope and purpose**

- 2.1 This policy covers all individuals working at all levels and grades in the Trust, including Board members, Governors, Head Teachers, senior leadership, employees, consultants, contractors, trainees, part-time and fixed-term employees, volunteers, casual workers and agency staff (collectively referred to as **employees** in this policy).
- 2.2 This policy applies to all aspects of the employment relationship and covers 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. It also applies to former employees for example in the provision of employment references. This policy focuses on employment and does not cover the provision of services to the Trust's pupils/students.
- 2.3 The purpose of this policy is to set out the Trust's approach to equal opportunities, how it will tackle discrimination and how it will put its commitment into action and comply with the law, to ensure that equality and diversity is promoted in the workplace and employees are not subject to and do not commit unlawful acts of discrimination.

## **3 Roles and responsibilities**

- 3.1 The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation. Day-to-day operational responsibility including regular review of this policy, has been delegated to the senior leaders of the ATLP. Including headteachers.
- 3.2 All senior leaders must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Trust's aims and objectives with regard to equal opportunities. Senior leaders will be given appropriate training on equal opportunities awareness, and recruitment and selection best practice.
- 3.3 All employees must be aware of this policy and have a duty to act in accordance with this policy and not to discriminate against or harass other people including employees, former employees and job applicants treating them with dignity at all times. They should also apply this to how they treat members of the public in the provision of services and should support the Trust in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace.

## **4 Forms of discrimination**

- 4.1 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.
- 4.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics as set out above. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. It will only be exceptional circumstances that this will apply in the Trust.

- 4.3 Indirect discrimination occurs where someone is disadvantaged by a provision, criterion or practice that applies to everyone but puts people with a protected characteristic at a particular disadvantage. Such a requirement will need to be objectively justified.
- 4.4 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. Pregnancy and maternity, and marriage and civil partnership are not protected directly under the harassment provisions. However, pregnancy and maternity harassment would amount to harassment related to sex, and harassment related to civil partnership would amount to harassment related to sexual orientation.
- 4.5 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.
- 4.6 Discrimination by association is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 4.7 Discrimination by perception is where an individual is directly discriminated against or harassed based on a perception that a person has a particular protected characteristic irrespective of whether they do have that protected characteristic (this does not include marriage and civil partnership and pregnancy and maternity).
- 4.8 Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as parents and carers, clients or customers.
- 4.9 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.

## **5 Applying our policy to recruitment and selection**

- 5.1 The Trust aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Its recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant skills and abilities. All applicants will be provided with a copy of the Workforce Privacy Notice which sets out how the Trust will gather, process and hold personal data of individuals during the recruitment process. Recruitment processes are set out in the Recruitment and Selection Policy.
- 5.2 Job selection criteria as set out in the person specification will be regularly reviewed to ensure that they are relevant to the job. Short listing of applicants should be done by more than one person wherever possible and will be carried out objectively against the requirements of the job.
- 5.3 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- 5.4 The Trust will take reasonable steps, where appropriate depending on the situation, to ensure that its vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Trust.
- 5.5 Applicants will not be asked about health or disability before a job offer is made, other than where it is necessary to;

- 5.5.1 establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- 5.5.2 establish if any reasonable adjustments need to be made to enable an applicant to have a fair interview or assessment.
- 5.5.3 carry out equal opportunities monitoring (which will not form part of the decision-making process).

Job offers will be conditional upon a satisfactory medical check in accordance with the Trust's obligation under Keeping Children Safe in Education, where the Trust must verify the candidate's mental and physical fitness to carry out their work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003

- 5.6 Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.
- 5.7 The Trust are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance, name or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original specified documents before employment starts to satisfy current immigration legislation.
- 5.8 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the Trust, it monitors diversity data as part of the recruitment process and as set out in the Workforce Privacy Notice and Data Protection Policy. Provision of this information is voluntary and it will not adversely affect an individual's success at recruitment or any other decision related to their employment. The information is removed from applications before short listing and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps the Trust take appropriate steps to avoid discrimination and improve equality and diversity.

## **6 Applying our policy to training, promotion, pay decisions and conditions of service**

- 6.1 All employees will be provided with a copy of the Workforce Privacy Notice which sets out how the Trust will collect, hold and share personal data of individuals during their employment.
- 6.2 Employees training needs will be identified through the appraisal process. All employees will be given appropriate access to training for their job and in order to enable them to progress within the Trust.
- 6.3 Pay and promotion decisions will be based on an employee's performance (where relevant), skills and experience and as detailed in the Pay Policy.
- 6.4 The Trust's benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.
- 6.5 Relevant national and local conditions of service as applied to its employees, will meet the requirements of equal opportunities.

## **7 Applying our policy when terminating employment**

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

## **8 Disability discrimination**

- 8.1 Disability discrimination includes direct or indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate the effects caused by a disability.
- 8.2 If you are disabled or become disabled, you will be encouraged to tell the Trust about your condition so that support can be offered as appropriate.
- 8.3 If you experience difficulties at work because of your disability, you may wish to contact HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty. HR may wish to consult with you and your medical adviser(s) about possible adjustments. The Trust will consider the matter carefully and try to accommodate your needs within reason. If it considers a particular adjustment would not be reasonable the reasons will be explained and an alternative solution found where possible.
- 8.4 The Trust will monitor the physical features of its premises to consider whether they place disabled employees or job applicants at a substantial disadvantage compared to other employees. Where reasonable, steps will be taken to improve access for employees who have a disability.

## **9 Breaches of this policy**

- 9.1 If you believe that you may have been discriminated against you are encouraged to raise the matter through the Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through the Anti-harassment policy. If you are uncertain which applies or need advice on how to proceed you should speak to a member of the HR team.
- 9.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees 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 the Disciplinary Procedure.
- 9.3 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. The Trust takes a strict approach to serious breaches of this policy.

## **10 Review of policy**

This policy is reviewed annually by the Trust in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.