ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

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Policy Statement

Background	As part of our on-going commitment to promoting equality and valuing diversity, St George's Academy is committed to eliminating discrimination against any individual on the grounds of the nine protected characteristics defined by the Equality Act 2010 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
Statement	St George's Academy recognises that everyone has different needs in the workplace and that certain individuals / groups of individuals can experience unfair and unequal outcomes. This policy states our commitment to overcoming these and describes the way in which the Academy is committed to meeting the requirements of the Equality Act 2010.
Responsibilities	The Finance and General Purposes Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including review of this policy, has been delegated to the HR Manager.
Target Audience	This policy covers all staff, volunteers or other workers who provide services to the Academy in any capacity including self-employed consultants or contractors who provide services on a personal basis and agency workers. For a policy in relation to students and parents/carers please consider the Equal Opportunities and Diversity Policy for Students and Parents/Carers.
Training	Advice and guidance in relation to application of this policy is available via the HR Manager.
Dissemination	Website. X Drive. A hard copy is available from the HR Office.

ST GEORGE'S ACADEMY

PROMOTING EQUALITY AND VALUING DIVERSITY POLICY

1. Introduction

1.1 St George's Academy is opposed to all forms of discrimination and committed to promoting equality and valuing diversity at all times. The Academy will adhere to the requirements of the Equality Act 2010 by not discriminating against students, staff, volunteers, anyone involved with external agencies the Academy may be working with or any job applicants.

1.2 This policy sets out the Academy's approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with the Academy, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

1.3 This policy does not form part of any staff member's contract of employment and The Trust may amend it at any time.

2. Definitions

2.1 Equal opportunities - emphasises the structures, systems and measures of groups within society and within organisations. Equality of opportunity is about addressing representation and balance.

2.2 Equality - is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is backed by legislation designed to address unfair discrimination based on membership of a particular group.

2.3 Diversity - is about the recognition and valuing of difference in the broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness difference for the benefit of the organisation and individuals.

3. Responsibilities

3.1 The Academy has a responsibility to promote good relationships and mutual respect. It is expected that every person in the Academy will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary
- All visitors to the Academy
- All students at the Academy

3.2 All staff have a duty to act in accordance with this policy and treat colleagues and students with dignity at all times, regardless of their status.

3.3 In addition, the Academy will:

- Ensure that the services it provides are accessible to all and endeavour to positively encourage and support people from disadvantaged groups.
- Supply reasonable specialist aids and facilities to enable disabled people, as far as is reasonably practicable.
- Monitor any issues that arise within the Academy and take appropriate action, fully supporting any person in the Academy who is faced with prejudice, discrimination or ill treatment.
- Take all reasonable steps to prevent sexual harassment

- Undertake an annual evaluation process to ensure that the policy is clear and in keeping with current legislation.
- Treat seriously any breaches of the policy regarding such breach as potential gross misconduct which may lead to disciplinary proceedings.

3.4 Appendix 1 of this policy sets out the process for staff to follow if they are seeking to undergo a gender transition during their employment and wish to make formal changes to their name and/or gender with the Academy.

4. Discrimination

4.1 Staff must always treat colleagues with respect and professionalism and must not unlawfully discriminate against or harass other people including current and former employees, students, parents/carers, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

4.2 The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views, disability or sexual orientation
- **Discrimination by association**: treating someone less favourably because of their connection or association with another person with a disability, even if they do not have a disability themselves.
- **Discrimination by perception**: treating someone less favourably if you or the organisation believe they do have a disability when they do not
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time could adversely affect women because they generally have greater childcare commitments than men do. Such a requirement would be discriminatory unless it can be justified
- **Harassment:** this 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
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment
- **Discrimination arising from disability:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability

5. Recruitment and Selection

5.1 All Academy employees will abide by the Equality Act 2010 in the appointment and promotion of staff.

5.2 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person. The HR Manager will also support this process where required. The Academy recruitment procedures are reviewed on a regular basis to ensure that individuals are treated on the basis of their relevant merits and abilities.

5.3 Vacancies should generally be advertised to a diverse section of the labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Academy. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying. They will include a short policy statement on equal opportunities and a copy of this policy will be made available on request. The Academy will take steps to ensure that all advertisements abide by the Equality Act 2010, this will include approval via the HR Manager and the Principal prior to advertisement.

5.4 Where appropriate, the HR Manager may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for example, where the job can only be done by a woman. The advertisement should specify the exemption that applies.

5.5 Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants will not be asked about past or current pregnancy or future intentions related to pregnancy / having children.

5.6 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the HR Manager. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit disabled persons
- Equal opportunities monitoring (which will not form part of the selection or decision-making process)

5.7 Where necessary, job offers can be made conditional on a satisfactory medical check.

5.8 The Academy is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Office.

5.9 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged within the Academy, the HR Office will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information will be removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data will support the Academy in its aims to take appropriate steps to avoid discrimination and improve equality and diversity. Where provided (and applicable), this information will also be included as part of the annual School Workforce Census return.

6. Training and Promotion and Conditions of Service

6.1 All staff will receive equality, diversity and inclusion training and may be required to undertake refresher training periodically. Managers will receive additional training, where appropriate, to ensure they are equipped to fulfil their responsibilities under this policy.

6.2 Staff may also be required to undertake such training where concerns regarding behaviour are identified as part of an agreed support plan.

6.3 Training needs will be identified through regular appraisals. All members of staff will be given appropriate access to training to enable them to progress within the Academy and all promotion decisions will be made on the basis of merit.

6.4 The Academy conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all staff members who should have access to them and that there are no unlawful obstacles to accessing them.

7. Termination of Employment

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

7.2 The Academy will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8. Disabilities

8.1 If a member of staff is disabled or becomes disabled, the Academy encourages them to speak to the HR Manager about their condition to ensure that appropriate support can be considered and where practicable/reasonable, put in place.

8.2 If a member of staff experiences difficulties at work because of their disability, the staff member can contact their line manager or the HR Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Academy will consider the matter carefully and try to accommodate the staff member's needs within reason. If the Academy considers a particular adjustment would not be reasonable, the Academy will explain the reasons and seek ways to find an alternate solution where possible.

8.3 The Academy will monitor the physical features of the School premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, the Academy will take reasonable steps to improve access.

8.4 In the event that a member of staff requires an aid to support them with their disability, e.g. specialist equipment, the Academy will work with the member of staff to ensure that this can be appropriately accommodated on site where reasonably possible to do so. This may include the development of a risk assessment, a medical care plan and/or a personal emergency escape plan (PEEP). Where required, the Academy will work with the member of staff to communicate with staff and pupils (and parents/carers if appropriate) to ensure there is an understanding of what the aid is and how is it being used to support the member of staff.

9. Part-time and Fixed-term Work

9.1 Part-time and fixed term staff members 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.

10. Breaches of this Policy

10.1 The Academy takes a strict approach to breaches of this policy. Staff breaches will be dealt with in accordance with the Academy Staff Disciplinary Policy and Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

10.2 Should a staff member believe that they have suffered discrimination, they should raise the matter through the Academy Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

10.3 There must be no victimisation or retaliation against staff members 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.

11. Monitoring

11.1 The Academy may collect, monitor and review anonymised equality and diversity data relating to protected characteristics, including age, disability, race or ethnic origin, religion or belief, sex, sexual orientation, pregnancy and maternity, gender reassignment, and marriage or civil partnership status, where appropriate and in accordance with data protection requirements.

11.2 The Academy will also monitor the nature and outcome of complaints relating to discrimination, harassment and victimisation to help identify trends, training requirements and any further measures required to promote equality and diversity.

12. Related Policies / Documents

12.1 This policy is supported by the following other policies and procedures:

- Equal Opportunities for Students, Parents/Carers
- Grievance Policy and Procedure
- Staff Disciplinary Policy and Procedure and Staff Code of Conduct
- Flexible Working Policy and Procedure
- Family Leave Policy
- Staff Sickness Absence Policy
- Special Leave Policy
- Anti-Bullying Policy
- Behaviour Policy
- Suspensions and Permanent Exclusion Policy
- Complaints Policy

Appendix 1 Guidance for staff seeking to undergo gender reassignment

If, during their employment, a member of staff wishes to undergo a gender transition and would like to formally change their name and/or gender with the Academy, then they are advised to speak to the HR Manager in the first instance.

For the purpose of this policy, 'gender transition' will refer to an individual who wishes to change their gender, with or without medical intervention. Transitioning is the term used to describe this process.

The HR Manager will work with the member of staff to seek their views on their transition plan, their timescales and what, if anything, they would like to change with regards to their Academy records, for example, their name.

The Academy recognises that gender transition is a personal decision, and each individual will have their own plan for their transition journey. As such, the support offered by the Academy is likely to be contextualised and is unlikely to be a 'one size fits all' approach.

Staff Dress Code

The Academy has a gender-neutral dress code for staff.

Change of name

If a member of staff wishes to legally change their name, then they should obtain a deed poll.

A deed poll is a legal document that proves a change of name. There are 2 ways to get a deed poll. An individual can either:

- Make an 'unenrolled' deed poll themselves
- Apply for an 'enrolled' deed poll

1. Make an 'unenrolled' deed poll
   You can change your name yourself if 16 or over.

2. Apply for an 'enrolled' deed poll
   'Enrolling' a deed poll means that you're putting your new name on public record. You must apply to the Royal Courts of Justice to get an 'enrolled' deed poll using the deed poll process.

The Academy will accept an unenrolled or enrolled deed poll as evidence of a name change. The member of staff should be aware that, whilst every effort to ensure their new name is used, it may not be possible to completely remove their old (or 'dead') name from THE Academy systems/documents, for example, from historical Academy publications.

Communicating a change of name

The Academy will not communicate a change of name, unless the member of staff wishes this to be shared as part of their transition journey. If this is the case, the HR Manager in conjunction with the Principal will identify an appropriate communication plan to inform staff and, where required, external professionals of the change. This will be done in conjunction with the member of staff to ensure they are comfortable with any communication that is issued. If the member of staff works directly with children, or is in a child-facing role, then the HR Manager will consult with the DSL / SLT Pastoral Lead to ensure that an appropriate communication plan is implemented not only with staff, but also with pupils and parents/carers where required. Again, this will be done in conjunction with the member of staff. Any communication with pupils will be age-and-stage appropriate.

Change of gender

If a member of staff wishes to change their gender, they can do this themselves through their 'employee self-service' on the Access HR system. This will not trigger anything from the Academy, unless the member of staff wishes to discuss their change, in which case, they should contact the HR Manager.

Communicating a change of gender

The Academy will not communicate a change of gender, unless the member of staff wishes this to be shared with colleagues as part of their transition journey. In which case, the HR Manager in conjunction with the Principal, will identify an appropriate communication plan to inform staff and, where required, external professionals of the change.

If the member of staff works directly with children, or is in a child-facing role, then the HR Manager will consult with the DSL / SLT Pastoral Lead to ensure that an appropriate communication plan is implemented not only with staff, but also with pupils and parents/carers where required. Again, this will be done in conjunction with the member of staff. Any communication with pupils will be age-and-stage appropriate.

Answering questions

The Academy recognises that a member of staff who works with children and changes their name or visually changes their appearance, may face questions from the children, who will naturally be curious about any change, especially if they have known the member of staff for a period of time.

The Academy will ensure appropriate support is provided to the member of staff to help them respond to questions in a way that is age-and-stage appropriate for the children they are working with, whilst maintaining professional boundaries. The Academy will also support parents/carers, if requested, by providing information which will support them to answer any questions that their child might have.

Support

Support will be offered to the member of staff through the Academy's internal and external support services, should they wish to access it. In the event that more specialist support is required, the Academy will work with the member of staff to signpost them to the most appropriate organisation.

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Policy Developed by: Rachel Madge, HR Manager

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Name G. L. Arnold Signature .....

Committee: Finance + General Purposes