



# Equal Opportunities Policy

## Centre Academy London

Implementation date: February 2018

Next review date: February 2019

Signed:

Handwritten signature of Dr Duncan Rollo in black ink.

Dr Duncan Rollo  
Principal

Date:

19/2/18

Signed:

Handwritten signature of Miss Rachel Maddison in black ink.

Miss Rachel Maddison  
Head of School

Date:

19/2/18

## **1. Introduction**

Centre Academy London (CA London) is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the CA London community is treated less favourably on grounds of a protected characteristic. Protected characteristics are sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, gender reassignment, gender identity, pregnancy, maternity, disability, religion or belief.

Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated. We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the CA London community. We seek to provide a safe and happy environment where all can flourish, where cultural diversity is celebrated, and where everyone is secure from discrimination, harassment and victimization on grounds of these protected characteristics.

CA London is committed to ensuring that individuals are treated equally and fairly. Decisions on pupils (their enrolment, grading, teaching, and involvement in School activities) and employees (their recruitment, selection, and training, conditions of work, promotion, career, and management) and every other aspect of employment and pupils' education are based solely on objective and educational service related criteria.

We aim to empower our pupils to make informed choices so that they are better prepared for the opportunities, responsibilities and experiences of life within their community. Equality of opportunity cannot be realised without the involvement and commitment of all members of the CA London community and a common understanding of the pivotal role of equal opportunities in the context of CA London's ethos and values, in particular, the recognition that the role of all staff is crucial in the delivery of the objectives of the policy.

All members of the CA London community are responsible for promoting CA London's equal opportunities policy and are obliged to respect and act in accordance with the policy.

### **1.1 Legal Framework**

Equal Pay Act, 1970

Race Relations Act, 1976

The Sex Discrimination Act, 1986

Disability Discrimination Act, 1995

UN Convention on the rights of the Child, 1992

Human Rights Act 1998

Part-time Workers (Prevention of Less Favourable Treatment) Regulations, 2000

Employment Equality (Religion or Belief) Regulations, 2003

UN Convention on the Rights of Persons with Disabilities, 2009

The Equality Act, 2010

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## 2. Aims

CA London, through its adopted Equal Opportunities Policy, aims to:

- carry out its legal duty in complying with the relevant legislation.
- reinforce the School’s position as a provider of high quality education and as a good employer providing development opportunities.
- ensure that equality remains high on the School’s strategic agenda.

- establish good people management practice and set out a proactive agenda in which discrimination is recognised as an organisational issue which needs an organisational response.
- achieve a staffing composition that reflects the composition of the wider community.
- ensure all staff work together with a shared sense of purpose to meet the needs of every pupil.
- ensure that pupils and staff contribute towards a happy and caring environment by showing respect for, and appreciation of, one another as individuals.
- ensure that complaints or evidence of failure to comply with CA London's equal opportunities policy will be dealt with promptly and fully investigated according to the relevant procedure (e.g. complaints relating to staff may be investigated either under the disciplinary, grievance or anti-harassment procedure as appropriate). All forms of discrimination by any person within CA London's responsibility will be treated seriously, as such behaviour is unacceptable.

Any investigations of allegations of harassment or discrimination will aim to achieve confidentiality for everyone involved. All employees are obliged to cooperate fully with any investigation of alleged harassment or discrimination. Further, failing to cooperate or deliberately providing false information during an investigation will be grounds for disciplinary action, including termination of employment.

CA London is committed to the creation of a fair and balanced workplace where employees and pupils are able to express their beliefs, whether philosophical or religious, without impinging on others and in which all employees and pupils demonstrate respect for each other's viewpoints. However, if a member of CA London's Governance believes that offence has been caused to another employee, pupil, or parent as a result of a view or comment expressed by another employee, CA London reserves the right to convene a disciplinary hearing with a view to investigating whether the alleged offence warrants a disciplinary sanction. CA London will ensure that its working environment operates within a framework of mutual tolerance and respect. To that end, CA London reserves the absolute right to decide whether, in fact, an employee has made an offensive, discriminatory or derogatory remark towards another employee, pupil or parent.

### **3. Policy and planning**

Equal opportunities implications, including race equality, will be considered and recorded whenever school policies are developed or reviewed. All policies will be regularly reviewed to provide a comprehensive and consistent process of monitoring and evaluation.

### **4. Employment matters**

This policy should be read in conjunction with other policies, including the CA London Procedures and Policy document and the Handbook for Faculty and Staff.

#### **4.1 Appointments**

In all staff appointments the best candidate will be appointed based on strict professional criteria.

#### **4.2 Family-friendly policies**

The governing body/school is a family-friendly employer and will do its best to respond to the changing needs of all staff by publicising existing schemes designed to support employees in combining work and other responsibilities (parental leave arrangements, job share opportunities, flexitime where appropriate, carers' leave provision).

#### **4.3 Pregnancy and Maternity**

Pregnancy refers to women who are pregnant, whilst maternity covers the 26 weeks after birth. CA London will ensure that pregnant women or those on maternity are not discriminated due to their status.

Risk assessments for those who are pregnant will be carried out to ensure a safe environment and fair treatment. Breastfeeding mothers are also protected.

#### **4.4 HIV/AIDS**

CAL London recognises that people with HIV/AIDS suffer not only from the purely medical effects of the infection but may also experience prejudice and misunderstanding leading to unfair discrimination and victimisation. CA London therefore will ensure that people with HIV/AIDS do not experience unfair treatment in relation to employment, as pupils or as other members of the School community.

CA London will:

- ensure that job applicants who are deemed to be medically fit to perform the job for which they have applied, are not denied an offer of work solely because they are HIV positive.
- in arriving at the decision, CA London's normal recruitment criteria will be observed including the normal medical procedures.
- ensure, where possible, that resources are available to support employees or pupils with AIDS or other major health problems associated with HIV infection. CA London's normal rules and procedures regarding ill health will apply in such cases. Equally, CA London will make appropriate arrangements for the provision of counselling.
- give positive consideration to applications for unpaid leave for those with responsibility for caring for people with AIDS-related conditions in accordance with carers' leave arrangements.
- treat any breaches of confidentiality as a serious matter to be dealt with in accordance with the normal disciplinary (or other appropriate) procedure.
- provide appropriate training in relation to AIDS in order to combat fears and prejudice and to enable the CA London community as a whole to function without risk to health.

#### **4.5 Transsexual employees and gender reassignment**

The Sex Discrimination Act now expressly covers discrimination on grounds of gender reassignment.

#### **4.6 Training and development**

The success of the Equal Opportunities Policy is closely linked to the provision of relevant training.

CA London will endeavour to:

- enhance and develop the skills, knowledge and abilities of existing employees to realise their full potential, irrespective of background or employment status.
- provide equal access to training and development opportunities for all staff, including part time, on the basis of their assessed training needs.
- promote greater awareness of equal opportunities and the contribution which staff, governors, parents/guardians and pupils can make.
- equip employees with the skills to provide personal and organisational solutions to discriminatory practices and behaviour and to promote anti-discriminatory behaviour generally.

Professional development involves a continuous process of learning involving self-development, encouragement and motivation. CA London places great importance on the relationship between the leadership team and the staff. We aim to ensure that employees are encouraged and supported to take responsibility for their own learning and development.

#### **4.7 Social Events**

Employees should be aware that this policy applies to all work-based activities and all events organised by CA London, including but not limited to business or school trips, and social event such as the staff Christmas party, whether or not such events take place out of school hours and at a hired venue. Employees' behaviour in other social contexts outside of work may be the legitimate concern of Centre Academy where an employee's behaviour affects CA London's business interests or reputation. Staff are discouraged from drinking in pubs/bars with parents.

### **5. Pupils**

#### **5.1 The curriculum**

CA London does not permit sex, race or disability to be used as criteria for admission. CA London's aim is to provide for all pupils according to their needs, irrespective of gender, ability or ethnic origin.

The Education Reform Act 1988 states that 'The school curriculum should reflect the culturally diverse society to which pupils belong and of which they will become adult members.' Pupils at CA London have access to a broad and balanced curriculum which avoids

stereotypes and provides good role models for all pupils. Equality of opportunity informs the whole of the curriculum, which is reviewed annually.

## **5.2 Uniform**

The same policy applies to all pupils, subject to considerations of safety and welfare. CA London also considers reasonable requests to alter the School uniform, for example, for genuine religious requirement and reasonable adjustments for disabilities. Pupils or parents should refer the matter to the Head of School who will ensure all reasonable adjustments are made to accommodate the pupil.

## **5.3 Reasonable adjustments**

As a special needs school, CA London takes its on-going duty to its pupils seriously. As part of this, CA London monitors the curriculum and provision of each pupil to ensure that all pupils receive the best advantage in all aspects of school life, including access arrangement for exams. However, it should be noted that the school is not able to make adjustments that include physical alterations to the building.

## **6. Monitoring, review and evaluation**

### **6.1 Monitoring**

Monitoring is an essential aspect of this policy, as it provides important information by which CA London can measure its performance against its aims and objectives. To this end, any incidents, including complaints, grievances and bullying, will be monitored for potential equality and diversity issues in line with this policy. Student and staffing composition will be reviewed on an annual basis to highlight any unlawful discrimination.

Details of the Equal Opportunities Action Plan can be found as part of the School Action Plan.

### **6.2 Policy review**

CA London will ensure that the Equal Opportunities Policy is reviewed on an annual basis. The school will also monitor its other policies when reviewed to ensure no indirect discrimination.

## **7. Roles and responsibilities**

### **7.1 Head of School**

The designated senior member of staff at CA London with overall responsibility for all equality and diversity matters is the Head of School.

The role of the Designated Person is to:

- create an environment in which all members of the community are expected to treat one another with mutual respect, dignity and tolerance.
- ensure that CA London complies with equality legislation.
- ensure all policies, practices and procedures, associated with equality and diversity, including admissions, curriculum, recruitment and selection are implemented.

- to make effective and reasonable adjustments where appropriate to meet the individual needs of staff, young people and others who may have business with CA London.
- ensure that all staff are aware of and follow CA London's policy, and receive appropriate equality and diversity training, in accordance with their roles and responsibilities.
- take all reasonable steps to prevent discrimination, harassment and victimisation from taking place.
- take responsibility for recording, managing and analysing incidents of discrimination, harassment and victimisation in accordance with CA London's policies, procedures and guidance.

### **7.1 All Staff**

It is the responsibility of all staff to:

- treat colleagues, young people and visitors with dignity and respect, and avoid behaving in any manner that may give rise to claims of discrimination, harassment or victimization.
- support and participate in any measures introduced to promote equality and diversity.
- actively challenge discrimination and disadvantage in accordance with their responsibilities.
- report any issues associated with equality and diversity in accordance with this policy.

It is important to appreciate that an employee is personally responsible for their own acts of discrimination, harassment or victimization carried out during their employment, whether or not CA London is also liable.

Any attempt to instruct, cause or induce another person to discriminate, harass or victimise a third person will also amount to unlawful discrimination and any employee caught doing so will be subject to disciplinary action.



## **Appendix 1: Types of unlawful discrimination**

### **Appendix 1.1 – Direct discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).

### **Appendix 1.2 – Discrimination by association**

Discrimination by association is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

### **Appendix 1.3 – Perception discrimination**

Perception discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

### **Appendix 1.4 – Indirect discrimination**

Indirect Discrimination occurs when a condition, provision, policy or practice applies to everyone but particularly disadvantages people who share a protected characteristic and it cannot be shown to be a proportionate means of achieving a legitimate aim.

### **Appendix 1.5 – Discrimination arising from disability**

Discrimination arising from disability occurs when you treat a disabled person unfavourably because of something connected with their disability and cannot justify such treatment. Discrimination arising from disability is different from direct and indirect discrimination.

### **Appendix 1.6 – Harassment**

Harassment occurs when a person is subject to “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Additional information about Harassment can be found in Appendix 2.

### **Appendix 1.7 – Third-party harassment**

Third-party harassment occurs where, during the course of their duties, an employee is harassed by an individual or individuals who are not under the direct control of the School and the harassment relates to a protected characteristic.

### **Appendix 1.8 – Victimisation**

Victimisation occurs when an individual is subject to a detriment because they have made an allegation of, or given evidence about, the treatment of any individual (including themselves) who has been subject to any of the above. Any individual making allegations of a false, malicious or vexatious nature would not be protected against victimisation and will be subject to disciplinary action.

## **Appendix 2 – Harassment**

### **Appendix 2.1 – Bullying**

For information on bullying with regards to our students please see the Anti-bullying Policy.

Bullying in the workplace may range from insulting behaviour, humiliation and verbal abuse to physical violence to denigrating or undermining someone's confidence. Whatever form it takes, it is unwarranted and can be very distressing and stressful. CA London recognises that while bullying in itself may not be unlawful, we have a duty of care to ensure a safe and secure work environment for our employees.

Bullying in the workplace may involve any of these actions:

- Spreading malicious rumours
- Making offensive or intimidating comments
- Picking on someone for no apparent reason
- Being humiliated in front of colleagues
- Graffiti
- Denying training or promotion opportunities
- Blamed unfairly for problems caused by others
- Deliberately undermining a competent worker
- Withholding information so that the job cannot be completed
- Physical or verbal abuse
- Regularly treated unfairly
- Constantly making threats about job security without any cause
- Constantly being set up to fail by imposing unreasonable or impossible deadlines or workloads
- Exclusion from common activities
- Unwelcome sexual advances, which could include touching, suggestive looks or sexual innuendo
- Making work decisions based on sexual advances being accepted or thwarted
- Overbearing supervision

### **Appendix 2.2 – Harassment**

Bullying becomes harassment, and therefore illegal, when it involves a protective characteristic. It can include behavior that is found to be offensive by someone even when not directed at them and even if the person does not have the protective characteristic themselves.

The list of bullying or harassing behaviours above are merely examples and not an exhaustive list. Whatever the form and whether harassment or bullying, CA London will provide support for any member of CA London community, pupil or staff member who feels threatened or isolated because of such actions.