

Mayville High School



Equal Opportunities Policy

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MAYVILLE HIGH SCHOOL EQUAL OPPORTUNITIES POLICY

Mayville High School prides itself upon providing a caring and supportive environment where all pupils, staff and parents are treated equally and without discrimination on any grounds. Mayville aims to ensure that each pupil has the opportunity to fulfil his or her potential.

The school undertakes therefore:-

- To promote the self-esteem and to foster the social and emotional growth of each child throughout their school life and in particular through the school's pastoral system and PSHEE curriculum.
- To respect the cultural and ethnic diversity of children, parents and staff, welcoming the enrichment of the environment which this brings, and to foster positive attitudes towards our multi-cultural society.
- To recognise and value differing religious belief systems within the teaching of religious studies and to make staff and pupils aware of relevant religious festivals and of any implications they may have for certain pupils. To meet where practicable requirements for fasting and prayer during the school day.
- Whilst understanding that boys and girls may have different learning styles that they are equal in all respects and both sexes have full entitlement to a broad and balanced programme and opportunities. Careers education will guide away from any sexual stereotyping of occupations.
- Pupils from a wide ability range are accepted at Mayville and it must be understood that academic achievement is not the only indicator of success. Both the gifted child and those who require additional assistance must be offered equal opportunities to succeed.
- Pupils will be taught to understand the problems faced by people with physical disabilities. Where practicable and within the limitations of its site and premises, the school welcomes pupils with disabilities.

Racist or sexist language and behaviour, or any other acts of intolerance are not acceptable at Mayville.

The Headteacher is responsible for ensuring that the policy of equal opportunities is followed. Any child, parent or member of staff who considers that there has been a breach of this policy should inform the Headteacher who will investigate the matter and take appropriate action.

**RACE RELATIONS POLICY
(APPENDIX 1 TO EQUAL OPPORTUNITIES POLICY)**

(A) PUPILS

1. Commitment to equal opportunities

- a. The School operates an equal opportunities policy. We are committed to ensuring that within the framework of the law the School is free from unlawful discrimination on grounds of race, ethnic or national origin, religion or belief gender (including gender reassignment), marital status, sexual orientation, age or disability. This policy focuses on the issue of race relations.
- b. The School aims to ensure that all pupils achieve their full potential and all decisions are taken without reference to irrelevant or discriminatory criteria.

2. Implementing equality of opportunity

- a. Admission decisions will be made on the basis of fair and objective criteria. The School's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- b. In accordance with recommended practice the ethnic and religious composition of all pupils and applicants will be monitored, anonymously where possible.
- c. Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity. The School aims not to discriminate against a person either directly or indirectly.
- d. Consideration will be given to developing action programmes to promote equality of opportunity.
- e. The School aims not to discriminate on the grounds of race, ethnic or national origin, religion or belief providing education, benefits, facilities and services for pupils.
- f. Where possible, the School will aim to allow pupils to observe prayer times and specific religious holidays.

3. Pupils' responsibilities

All pupils should be familiarised with the aims of this policy within the School's PSHEE programme. Any breach of this policy or any action by a pupil which might amount to unlawful discrimination on the grounds of race, ethnic or national origin, religion or belief may result in disciplinary action being taken against the pupil, following the School's normal procedures.

(B) EMPLOYEES

1. Commitment to equal opportunities

- a. The School is an equal opportunity employer. We are committed to ensuring that within the framework of the law the School's workplaces are free from unlawful discrimination on grounds of race, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexual orientation, age or disability. This policy focuses on the issue of race relations.
- b. The School aims to ensure that our staff achieve their full potential and all employment decisions are taken without reference to irrelevant or discriminatory criteria.

2. What is discrimination?

It is unlawful to discriminate against a person, directly or indirectly, in the field of employment.

- a. Direct discrimination occurs when someone is put at a disadvantage on discriminatory grounds in relation to his/her employment. Direct discrimination may occur even when unintentional.
- b. Indirect discrimination occurs when someone's employment is subject to an unjustified provision, criterion or practice which puts individuals of the same race, ethnic or national origin, religion or belief at a particular disadvantage, although on its face, the provision, criterion or practice is neutral.
- c. Victimisation occurs where an individual is put at a disadvantage on the grounds that he/she has made a claim under the discrimination legislation, given evidence or information in connection with a claim, done anything under or by reference to the discrimination legislation or made an allegation which would amount to unlawful discrimination.

3. Implementing equality of opportunity

- a. Recruitment and employment decisions will be made on the basis of fair and objective criteria. The School's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- b. Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis against the specific selection criteria which will be consistently applied to all applicants.
- c. In accordance with recommended practice the ethnic and religious composition of our staff and applicants will be monitored, where possible, at all levels.

- d. Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity. The School aims not to discriminate against a person either directly or indirectly when providing staff with training and opportunities for promotion. Employees will be selected with reference to objective selection criteria.
- e. Consideration will be given to developing action programmes to promote equality of opportunity.
- f. The School aims not to discriminate on the grounds of race, ethnic or national origin, religion or belief, in affording terms of employment and providing benefits, facilities and services for employees.
- g. Where possible, the School will aim to allow employees to observe prayer times and specific religious holidays.
- h. The School acknowledges that it is unlawful to victimise individuals who have made allegations or complaints of racial discrimination or provided information about such discrimination, for example by disciplining or dismissing them as a direct result of their complaints or the fact that they have provided information.

4. Employees' responsibilities

- a. All employees must familiarise themselves with this policy. Any breach of this policy or any action by an employee which might amount to unlawful discrimination on the grounds of race, ethnic or national origin, religion or belief may result in disciplinary action (up to and including dismissal) being taken against the employee. As an example, a discriminatory practice might include:
 - i. Discrimination in the course of employment against fellow employees or job applicants, for example in selection decisions for recruitment, promotion, transfer and training.
 - ii. Inducing or attempting to induce other employees, unions or management, or practice unlawful discrimination.
 - iii. Victimising individuals who have made allegations or complaints of racial discrimination or provided such information about such discrimination
- b. All staff have a right of equality of opportunity and a duty to implement this policy. Breach of the equal opportunity is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the School's grievance procedure.

HARASSMENT POLICY (APPENDIX 2 TO EQUAL OPPORTUNITIES POLICY)

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other staff who are not themselves the object of unwanted behaviour, who are witness to it, or who have knowledge of the behaviour. All staff are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and incidents will be dealt with under the School's disciplinary procedure.

1. What is harassment?

- a. Bullying, i.e. unwanted conduct, whether verbal, non-verbal or physical, on unlawful grounds which has the purpose or effect of violating the other individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.
- b. Unlawful grounds includes on grounds of race, ethnic or national origins, religion or belief.
- c. A single incident can amount to harassment if it is sufficiently grave.
- d. Examples of harassment or bullying could include banter of a racial nature or sarcastic personal remarks about colleagues, particularly junior colleagues.

2. Prevention of harassment

a. Informal stage

- i. It is entirely acceptable for a recipient of unwanted conduct amounting to harassment to try to resolve the problem if you so wish, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes you uncomfortable and that it interferes with your work.
- ii. If you have been subjected to harassment or bullying behaviour you may seek confidential assistance from the Senior Deputy Headteacher.
- iii. An informal approach to the Senior Deputy Headteacher will be treated as completely confidential and will not result in any report to anyone within the School unless you expressly agree.
- iv. If you find it too difficult or embarrassing to take up the matter yourself, the Senior Deputy Headteacher will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.
- v. The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further in the School.

b. Formal stage

i. Where informal resolution is not appropriate, not requested by you, or where the outcome has not been satisfactory, then you may bring a formal complaint to the Headteacher.

ii. The School aims to investigate all complaints thoroughly and expeditiously. Investigations should be conducted in an independent and objective manner by someone unconnected with the allegations. Where possible, all reasonable endeavours will be made to ensure that investigations are completed within two weeks of the complaint being made.

iii. Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the alleged harasser. All those interviewed will be permitted to be accompanied by a friend, colleague or trade union representative.

iv. The importance of confidentiality will be stressed to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues or friends. Breach of confidentiality may give rise to disciplinary action.

v. The investigation will focus on the facts of the complaint. Notes should be kept of all stages of the investigation and those interviewed should receive a note of the interview to ensure that an accurate record is kept in the event of a dispute.

vi. Wherever possible, consideration will be given to ensuring that the complainant and alleged harasser are not required to work together during the period of investigation. Where it is not practicable to do so, the complainant may be given the option of remaining at home on special paid leave if so desired.

vii. The complainant will be kept informed of the general progress of the investigation process and will be informed whether the complaint has been upheld and if it will result in disciplinary action.

viii. Where a complaint has been upheld, consideration may be given, where possible, to effecting arrangements which will enable the parties not to continue to work together against the wishes of either party. The School will seek to ensure that the complainant is not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment is stopped. (In appropriate cases, a complainant may be given additional paid leave at the discretion of the Headteacher.)

ix. Even where a complaint is not upheld, consideration will be given to effecting arrangements which will enable the parties not to continue to work together against the wishes of either party.

x. Any complaint that is unfounded and not made in good faith, for example a malicious complaint, will be treated as a serious disciplinary offence.

xi. Details of all formal complaints of harassment will be collated by the Senior Deputy Headteacher. These should be annually reviewed by the Headteacher, with a view to ensuring that every effective step has been taken to prevent harassment at work and to monitor the effectiveness of the complaints procedure.