



# EQUALITY POLICY

SHINE Multi Academy Trust

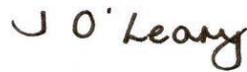
### Management log

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Signed



Signed



Chair of the board

CEO

### Related Policies

- Complaints
- Grievance
- General Data Protection Regulations
- Whistleblowing

*All above policies are available through our academies local servers, directly through SHINE or through the Trust website [www.shine-mat.com](http://www.shine-mat.com)*

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## **1 Equal opportunities statement**

1.1 The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and everyone will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

## **2 About this policy**

2.1 This policy includes our whole school community and explains how we aim to involve stakeholders in achieving better outcomes for our children and young people.

2.2 Overall aims of our Equality Policy:

- to eliminate discrimination, harassment and victimisation
- to promote equality of access and opportunity within our school and within our wider community
- to promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities and ethnic origins

2.2 We will seek to embed equality of access, opportunity and outcome for all members of our school community, within all aspects of school life.

## **3 Who is responsible for this policy?**

3.1 The board of trustees (board) have overall responsibility for the effective operation of this policy. Day-to-day operational responsibility for this policy, including its regular review, has been delegated to the leader of governance and business projects lead.

3.2 The trustees, CEO and all appointed headteachers must set an appropriate standard of behaviour, lead by example, and ensure that those they manage adhere to the policy and

promote SHINE's aims and objectives with regard to equality. Employees and volunteers within SHINE academies will receive appropriate training on equality awareness and recruitment and selection best practice, if it is requested. The headteacher has overall responsibility for equality training within their academy<sup>1</sup>.

## 4 Discrimination

4.1 Members of the school community must not unlawfully discriminate against or harass other people including current and former employees, job applicants, pupils, parents, suppliers and visitors. This applies both in the workplace and outside the workplace.

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 or because of their sexuality.
- **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 would adversely affect women because they generally have greater childcare commitments than men. 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 him or her.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and

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<sup>1</sup> As at approval of this policy, SHINE supports six academies – John Hunt Academy, Ironville and Codnor Park Primary School, Langold Dyscarr Community School, Ranskill Primary School (and Nursery), Scotholme Primary and Nursery School, and Whitemoor Academy.

failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **5 Responding to incidents:**

5.1 At SHINE we interpret our duties positively and will take the necessary actions to remove barriers to inclusion and work hard to ensure a safe, positive and inclusive environment.

5.2 We recognise that discrimination or prejudice based bullying behaviour is driven by negative assumptions, stereotypes or misinformation. These are then directed against an individual or group, based on difference (real or perceived), and linked to, for example, racism, homophobia, negative views of disabled people or sexism. We will take action to prevent, challenge and eliminate any such behaviour.

5.3 We recognise that we as individuals and society often struggle with difference of any kind (perceived or actual), which can result in seizing upon the most visible sign of difference e.g. skin colour or disability.

5.4 Through our ethos and curriculum, we want our pupils to understand better the diversity that exists in society. We will provide opportunities for them to explore the subtleties and complexities in order to prevent and respond to incidents and situations. We will address the experience, understanding and needs of the victim, the perpetrator, bystanders and the wider school community through our actions and responses.

5.5 We will record all hate incidents and prejudice-based bullying. We will use this information to identify trends and patterns, so that we have approaches in place to provide appropriate responses in terms of support for victims and their families, sanctions and support for perpetrators and their families and education for our children, young people and communities

## **6 Staff and volunteers**

6.1 This policy sets out SHINE's approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of employment, including recruitment, pay and

conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

6.2 This policy does not form part of any employee's contract of employment and the board of trustees (board) may amend it at any time.

6.3 If employees involved in management or recruitment, or any other stakeholders, have questions about the content or application of this policy, they should contact the leader of governance [governance@shine-mat.com](mailto:governance@shine-mat.com) or the HR Director [admin@shine-mat.com](mailto:admin@shine-mat.com) or their headteacher to request training or further information.

6.4 This policy is reviewed biennially by the board's policy committee.

6.5 Employees are invited to comment on this policy and suggest ways in which it might be improved by contacting the leader of governance and business projects lead.

## 7 Recruitment and selection

7.1 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 will be done by more than one person. SHINE's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

7.2 SHINE always takes steps to ensure that vacancies are advertised to a diverse market. Advertisements will always avoid stereotyping or using wording that may discourage particular groups from applying.

7.3 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 whether they are pregnant or planning to have children.

7.4 Job applicants will not be asked about health or disability before a job offer is made. There are limited exceptions, which will only be used with the approval of the board. 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.

## **8 Positive action to recruit disabled persons**

8.1 Equal opportunities monitoring (which will not form part of the selection or decision-making process).

8.2 Where necessary, job offers may be made conditional on a satisfactory medical check.

8.3 SHINE 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 business projects lead or the UK Border Agency.

8.4 To ensure this policy is operating effectively, and to identify groups that may be under-represented or disadvantaged in our organisation, SHINE monitors 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 is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps SHINE take appropriate steps to avoid discrimination and improve equality and diversity.

## **9 Training and promotion and conditions of service**

9.1 Training needs will be identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

9.2 SHINE's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees, so they have access to them and that there are no unlawful obstacles to accessing them.

## **10 Termination of employment**

10.1 SHINE will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

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

## **11 Disabilities**

11.1 If a stakeholder is disabled or becomes disabled, SHINE encourages them to tell us about their condition so that SHINE can appropriately support them.

11.2 If a stakeholder experiences difficulty in one of our academy premises because of their disability, they may wish to contact the headteacher to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The headteacher may wish to consult with them and their medical adviser about possible adjustments. SHINE will consider the matter carefully and try to accommodate the needs of an employee/stakeholder within reason.

11.3 SHINE will monitor the physical features of our academy premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, SHINE will take reasonable steps to improve access.

## **12 Part-time and fixed-term work**

12.1 Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless it can be demonstrated that different treatment is justified.

### **13 Breaches of this policy**

13.1 SHINE takes a strict approach to breaches of this policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

13.2 If an employee or other stakeholder believes that, they have suffered discrimination they can raise the matter through SHINE's grievance procedure. Complaints will be treated in confidence and investigated as appropriate.

13.3 There must be no victimisation or retaliation against employees 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.