



# Hopelands Preparatory School

## **EQUAL OPPORTUNITIES POLICY**

It is the policy of the school to ensure equality of opportunity for all members of staff. The values of the school require a positive environment in which all staff members are respected, are provided with development and progression opportunities and can make the most of their abilities.

All members of the staff have a responsibility for implementing this Policy in all of their activities. They should set a good example to staff and other persons in promoting equal opportunities within the school.

The school regards this Policy as a commitment to make full use of the talents and resources of all members of staff, and to provide a healthy environment which will encourage good and productive working relations within the school. The school is particularly concerned to achieve the following objectives:

- When applying for jobs there is no discrimination against any person on the basis of race, colour, disability, nationality, sexual orientation, ethnic origin, gender or marital status.
- All promotions and appointments are strictly on the basis of ability to do the job.

No employee, or prospective employee, of the school will receive unfair or unlawful treatment due to race, colour, nationality, ethnic or national origins, sexual orientation, gender, marital status, or disability.

The school, with the assistance of the staff, will:

- Breakdown any barriers to equality of opportunity which may prevent staff members realising their full potential.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.
- Monitor the composition of the School and the effects of its recruitment practices.

### **Harassment**

Harassment is any conduct perceived as detrimental related to disability, nationality, race, sex or any other personal characteristic towards the recipient, or any such conduct based on the above characteristics which affects the dignity of any staff member at work. Harassment may be persistent or an isolated incident and may be directed towards one or more individuals. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities or exclusion from normal work place conversation.

The School will treat any complaint of harassment seriously and will ensure, as far as possible, that all steps are taken to maintain confidentiality as far as is consistent with progressing the complaint. Making a false allegation with malicious intent may result in the disciplinary procedure being invoked.

Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

### **Disability**

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of the disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Before an applicant is judged in relation to their disability to have failed to meet the requirements of a job description, or to have been less suitable than other applicants, full consideration will be given to whether a reasonable adjustment can be made which will counteract this disadvantage.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining, flexible hours.

The School recognises the importance of taking pro-active measures to remove barriers to disabled people from the working environment. This will benefit not only disabled members of staff but also in many cases visitors and staff who have temporary impairments (for example, a broken leg).

### **Implementation and Further Action**

Anyone wishing to seek advice or clarification about this Policy should see the head whose role will be to advise about further procedures if required.

Any member of staff who believes they are suffering any kind of discrimination or harassment should utilise the grievance procedure. Where a formal grievance is made, all steps will be taken to maintain confidentiality as far as is consistent with progressing the complaint in this manner.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the School. The expertise of the disabled staff member concerning their own disability will be recognised.

Where the School does not have the relevant expertise to resolve the problem, an outside specialist may be consulted. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Any breach or suspected breach of this Policy will be dealt with in accordance with the School's Disciplinary Procedure and may result in disciplinary action including dismissal.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

17<sup>th</sup> February 2011

Date to be reviewed

17<sup>th</sup> February 2012

Signed on behalf of the senior  
management team



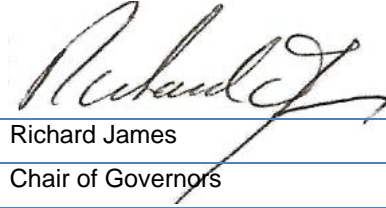
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors