



All Saints'
Academy
Cheltenham

Equal Opportunities Staff Policy

Reviewed:	July 2021
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Next Review:	July 2023
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Staff Owner:	Mr Dermot McNiffe
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Trustee Owner:	Mrs Sue Padfield
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Equal Opportunities (Staff) Policy

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1. Introduction

- 1.1 The policies of All Saints' Academy, with its distinctive Anglican and Catholic foundation, exist to support the Sponsor's Christian vision, ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsor to developing Body, Mind and Spirit.
- 1.2 The Academy ensures that all employees are given equal opportunities in respect of appointment, pay and conditions, performance management, promotion, treatment at work, and training, and not to be discriminated against on any of the following grounds (Protected Characteristics):
 - gender;
 - gender reassignment;
 - race;
 - disability;
 - pregnancy or maternity;
 - sexual orientation;
 - marital or civil partnership status;
 - age; or
 - religion and belief.
- 1.3 The Academy will not tolerate harassment of staff on any of the above grounds.
- 1.4 The Board of Trustees of this Academy, as detailed in the Articles of Association, may restrict the appointment of a Principal, senior leaders or members of staff employed to teach Religious Education or serve in the Chaplaincy, to those who are active members of Anglican and Catholic Churches, in accordance with the School Standards and Framework Act 1998 and the Education Act 2011.
- 1.5 The Academy will appoint a senior member of staff as the Equal Opportunities Officer (EEO).
- 1.6 The Academy expects employees to respect the Christian faith as taught by the Anglican and Catholic Churches, recognising this as foundational to the life of the Academy, and not to behave in a manner which undermines the churches' teachings.

2. Aims

- 2.1 The Academy will:
 - a. treat all staff equally in employment matters according to the law;
 - b. develop policies and procedures that will lead to high standards from all staff;
 - c. aim to ensure that Academy staff provide an appropriate learning experience for all students, regardless of any protected characteristic;
 - d. educate all members of the Academy against any form of prejudice or negative stereotyping; and
 - e. take action against any employee who harasses another on any of the statutory grounds.

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3. Commitment to Equality of Opportunity

- 3.1 The Board of Trustees expects the Academy in all its policies and daily work to take account of the duty to safeguard the right of the staff not to be discriminated against, either directly or indirectly, on the grounds of any protected characteristic.
- 3.2 The commitment must be evident in all areas of Academy life. However, that commitment is specifically made in relation to:
 - a. staff recruitment, pay and conditions, performance management and professional development;
 - b. staff opportunities; and
 - c. the way staff are generally treated at work.
- 3.3 Staff of the Academy are expected to respect the right of students not to be discriminated against on the same grounds.

4. Disability

- 4.1 Where any employee has physical and/or learning disabilities, the Academy will:
 - a. make whatever arrangements are reasonably practicable to ensure that disabled staff can gain access to the appropriate work areas and means of doing the work they are contracted to do; and
 - b. work with local services and agencies to provide appropriate support, with a view to enabling the employee to do the work he/she is contracted to do.
- 4.2 The Academy will maintain a separate Access Plan.

5. Protected Characteristics

- 5.1 The Board of Trustees will ensure that the requirement to promote equality is clearly reflected in the Academy's policies and procedures for the management of staff and in the equal opportunity policies that affect the staff relationship with students and others.
- 5.2 The requirement to consider equal opportunities will be taken into account when managing staff issues, and particularly when:
 - recruiting staff;
 - allocating teaching and learning responsibilities;
 - re-evaluating staff structures;
 - managing the annual appraisal of staff;
 - managing flexible working;
 - managing parental and carers leave;
 - managing pregnancy and return from maternity leave, and adoption issues;
 - considering claims of harassment;
 - applying grievance, capability and disciplinary procedures;
 - managing equal pay;
 - managing Conditions of Service; and
 - managing training and professional development opportunities.
- 5.3 Any bullying and harassment of staff will be dealt with under the Academy's Staff Bullying and Harassment Policy.

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6. Response to discrimination

- 6.1 All forms of discrimination by any person within the Academy will be treated seriously.
- 6.2 In the first instance any complaint should be taken to the Principal, who will determine what action to take, or, in the case that the Principal is the subject of the complaint, to the Chair of the Board of Trustees.
- 6.3 Incidents of unlawful discrimination may lead to disciplinary action. Discriminatory behaviour by any employee could be treated as gross misconduct leading to summary dismissal.
- 6.4. Discriminatory incidents will be dealt with through the Academy's Staff Discipline Policy.

7. Complaints about the Implementation of the Policy

- 7.1 Any employee of the Academy who feels that this policy is not being followed is entitled to raise the matter with the Principal via the EOO.
- 7.2 Where staff consider that they are being discriminated against personally they should use the Academy's Staff Grievance Policy.

8. Responsibilities

- 8.1 The Board of Trustees has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to the Principal.
- 8.2 The Principal will:
 - a. implement the Academy's equal opportunities policies;
 - b. ensure that all staff are aware of the policy on equal opportunities;
 - c. ensure that the equal opportunities policies are applied to all staff recruitment procedures, by all those involved in the selection, appointment and development of staff;
 - d. ensure that the equal opportunities policies are taken account of in pay and conditions, performance management, promotion and training matters;
 - e. ensure that the Academy's records of discriminatory incidents and the outcomes are checked regularly; and
 - f. promote the principle of equal opportunity and respect for other people in all aspects of Academy life.
- 8.3 The Equal Opportunities Officer (EOO) will:
 - a. attend appropriate training;
 - b. advise the Principal on the implementation and development of the policy;
 - c. ensure that any incidents involving discrimination are dealt with appropriately and outcomes recorded; and
 - d. report, as required, to the Principal.

9. Monitoring and Review

- 9.1 The Board of Trustees will review the policy every two years.

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- 9.2 Following a formal investigation under this policy, the Principal and investigator involved should consider whether this policy has been effective in addressing the issues and report any problems or suggestions for improvement to the Trustee Owner.
- 9.3 The Principal has responsibility for ensuring that any person who may be involved with investigations or administrative tasks carried out under this policy receive regular and appropriate training to assist them with these duties.