



## EQUAL OPPORTUNITIES, DIVERSITY AND INCLUSION POLICY – STAFF

In this policy the following members of staff are referred to:

TITLE	NAME OF STAFF MEMBER
Head Teacher	Claire Murdoch
CEO	Deborah Livsey
Head of HR	Dawn Knee

### INTRODUCTION AND PRINCIPLES

The New Model School Company (NMS) is an equal opportunities employer.

Beyond being an equal opportunities employer, we also wish to be an inclusive employer that celebrates individual staff and their differences.

In order to promote an environment within which NMS can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as 'Protected Characteristics' under the Equality Act 2010).

All NMS data is managed in accordance with our Staff Privacy Notice.

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- Recruitment and selection
- Promotion, transfer & training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work
- Procedures ensure fair and equitable treatment in relation to admission and assessment of pupils.

The Department for Education has reinforced the need 'to create and enforce a clear and rigorous expectation for all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

At NMS, we are dedicated to promoting values that ensure our children develop a strong sense of social and moral responsibility which will prepare them for life in modern Britain.

The principles of non-discrimination, equality of opportunity and promoting British values also apply to the way in which staff treat visitors, pupils, parents, suppliers, other staff and former members of staff.

Staff are trained on Equality and Diversity and are expected to treat others with mutual respect but also be prepared to challenge others if required, for example if a staff member expresses opinions that go against fundamental British values or other inappropriate behaviour.

#### SPECIFIC OBJECTIVES OF THIS POLICY

The objectives of this policy are to set out the implementation steps we take to ensure the fair and equal treatment of all employees and prospective employees:

1. How we ensure implementation of equality in our procedures
2. How we ensure this in our recruitment processes and what we will do to encourage a diverse workforce
3. How we will treat staff with disabilities or specific needs
4. How we will ensure dignity and fairness of treatment in the workplace

#### IMPLEMENTATION

NMS will, with the assistance of the staff:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.

- 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, including the completion of regular training such as the online Diversity and Equality course on TES/EduCare.
- Monitor the composition of NMS and the effects of its recruitment practices and take positive steps to broaden the skills and staff diversity.
- Review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that language used in official communication reflects the letter and spirit of the policy.

## RECRUITMENT AND SELECTION

The staffing process is governed by NMS's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge, skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with their individual potential, will be taken into account
- All applicants will be dealt with as courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Appointments will be confirmed on receipt of ID, satisfactory references, DBS checks, prohibition orders, social media checks and satisfactory medical fitness, as well as satisfactory completion of a probationary period. Please refer to the Recruitment, Selection and Disclosures Policy for full details.

### Positive Action

Positive action describes the voluntary measures which organisations can take to improve equality for people who share one or more of the nine protected characteristics. It enables organisations to take action to tackle the particular disadvantage, different needs or disproportionately low participation of a particular group, provided certain conditions are met.

In the school context, such action could include targeted provision of resources or putting in place additional or bespoke provision for a particular disadvantaged group, for example:

- placing job adverts to target particular groups, to increase the number of applicants from that group;
- including statements in job adverts to encourage applications from under-represented groups, such as 'we welcome applicants from x background';

## DISABILITIES AND OTHER NEEDS

If a staff member has a disability or specific need, or becomes disabled, we encourage them to tell us so that we can support them as appropriate.

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

If a staff member experiences difficulties at work because of disability a particular need or impairment, they should contact the Head Teacher, the CEO or the Head of HR. The Head Teacher or CEO will liaise with the Head of HR who will consult with the staff member and a medical adviser, where appropriate, about possible adjustments that may be required. The staff member may be asked to give consent to a report being produced about their state of health and ability to perform duties. NMS will consider the matter carefully and try to accommodate any needs, within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

NMS will make such adjustments to work arrangements or school or office premises as are reasonable to enable a disabled staff member to carry out their duties. This will include, but is not limited to: consideration of the provision of specialist equipment, job redesign, flexible hours, external support or guidance.

## DIGNITY AT WORK

A staff member may not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. 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, intimidating behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal workplace conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

## PROCEDURE

If a staff member considers that they have been the recipient of unwanted conduct amounting to harassment, it is open to the staff member to try to resolve the problem informally with the other person, either face to face or in writing. If this is not appropriate or has not been successful, the staff member may raise a grievance in accordance with the procedure in the NMS Staff Handbook. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that the staff member and the alleged harasser are not required to work together against the wishes of the staff member.

If a staff member considers that they have been subject to discrimination of any form, they should inform the Head Teacher, CEO or the Head of HR.

NMS will seek to ensure that a staff member 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 has stopped.

False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

#### RELIGIOUS HOLIDAYS AND EVENTS, GUEST SPEAKERS

As part of our Inclusion commitment, NMS will grant leave (usually unpaid) to any staff member who requires leave for religious holidays outside of the normal school holidays. Please ensure adequate notice is provided so that cover can be organised where needed. We regularly hold events in school which celebrate different beliefs and culture for staff and children, often involving parents. We welcome guest speakers on these and other topics related to the Equality Act to broaden the curriculum and further our own knowledge and skills.

Claire Murdoch  
Head Teacher  
September 2023

Review approved by Deborah Livsey CEO  
The New Model School Company Limited  
September 2023

Next review date: August 2024