



## **Loxwood Primary School Equality & Diversity in Employment Policy**

**Adopted December 2018**  
**Review as and when county update**

### **Equality & Diversity in Employment**

#### **1. Aim of Policy**

The aim of this policy is to provide employees with a clear statement about the school's commitment to promoting equality and diversity within employment.

We seek to ensure that our working environment is one that respects and includes everyone regardless of their gender or gender reassignment; marital status (including civil partnership); sexual orientation; race, language, ethnic or national origins and nationality (including citizenship); religious belief; disability and / or medical conditions; age; whether they have dependants; trade union membership status and activity or political views/affiliations.

#### **2. Scope of the Policy**

This policy applies to all employees within the school, regardless of how long they have been employed, their contractual hours and contract type.

##### **Definitions**

For us "equality" is about opportunity, access, participation and contribution on a fair and equal footing and providing a framework for this to happen.

The term "diversity" acknowledges there are differences between people and the school values and respects the variety of backgrounds, perspectives, values and beliefs of its employees.

#### **3. Public Sector Equality Duty**

The Equality Act 2010 places a statutory duty on the school to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations between people from different groups.

Please click on this link to see Department for Education advice for Schools. [DfE Equality Act 2010 - Guidance for Schools](#)

#### **4. Links to other Policies**

The School's Single Equality Policy sets out our commitments, values and objectives in relation to equality and diversity. It covers children, parents, staff, carers, governors and other stakeholders. *(Delete if not adopted)*

The Model Behaviour at Work policy sets out how we expect employees to behave toward one another and outlines the framework for addressing issues that are raised.

The WSCC Standards of Conduct sets out the expected standards of behaviour and conduct for all employees. *(Academies please delete this reference or replace with details of equivalent policy)*

All the policies mentioned above can be accessed via the grid for learning (wsgfl).

#### **5. Guiding Principles**

- We are committed to providing equality of opportunity for all by eliminating discrimination. We will do this by ensuring that our practices reflect relevant employment legislation and good practice. Our employment decisions are based upon job related, objective criteria.
- We are committed to having a workforce that reflects the diversity within our community where everyone is treated with dignity and respect. *(Academies - delete if this is not a commitment made by the school in its Equality Scheme).*

#### **6. Employee Responsibilities**

All employees, irrespective of their role, have a personal responsibility to comply with this policy, associated policies and to abide by the Equality Act 2010, in dealing with each other, managing staff and in their relationships with children, parents, carers, governors and other stakeholders.

In particular, employees, must not:

- discriminate against colleagues, other workers, job applicants, children, parents, carers, governors or other stakeholders;
- bully or harass colleagues, other workers, job applicants, children, parents, carers, governors or other stakeholders;
- encourage or try to encourage another person to treat others

- unfairly or to practice unlawful discrimination;
- victimise people who have made allegations or complaints of discrimination or who have provided information about such discrimination.

We will not tolerate any of the above behaviours. Where employees commit an act of unjustified or unlawful discrimination, or allow discrimination to occur without taking appropriate action, then they could be liable to a claim being brought against them as an individual, for example at an Employment Tribunal. The employee could also be liable to disciplinary action for a breach of the County Council's Standards of Conduct, which could result in dismissal.

For more detailed information please see the following documents:  
*(Academies please delete these reference or replace with details of equivalent policies)*

- WSCC Standards of Conduct Model Behaviour in the Workplace Policy
- Definitions of bullying, harassment and victimisation
- Types of discrimination

## **7. Employer Commitment**

We will carry out the following activities in order to demonstrate our commitment to equality and diversity, and also to fulfil our legal responsibilities.

### **7a. Employment Policies**

We will ensure that our employment policies, practices and associated guidance are fair to all by undertaking an equality analysis when we carry out employee related projects, policy developments and reviews. All of our policies, associated guidance and procedures are available to view and download from the WS Grid for Learning (wsgfl).

We will monitor the implementation of these policies to ensure that they remain fair in practice and that any barriers to and within employment are removed.

### **7b. Consultation**

We have consultation arrangements with a number of trade unions and professional associations.

### **7c. Staff Groups**

*(Academies please delete this section or replace with details of your own staff network groups)*

There are three work-related interest groups organised by West

Sussex County Council staff in partnership with UNISON. They are open to all school staff. The groups are:

- GLO-West (Lesbian, Gay, Bisexual and Transgender) Staff Group – contact [james.ironside@westsussex.gov.uk](mailto:james.ironside@westsussex.gov.uk)
- Disabled Staff Group for staff with disabilities – contact [robert.hayes@westsussex.gov.uk](mailto:robert.hayes@westsussex.gov.uk) and
- the Black and Minority Ethnic (BAME) staff group – contact [grace.natoli@westsussex.gov.uk](mailto:grace.natoli@westsussex.gov.uk)

## **8. Accessibility**

If you would like this information in another format, please email [People.Management.Policy&Practice.Team@westsussex.gov.uk](mailto:People.Management.Policy&Practice.Team@westsussex.gov.uk)

Written by: HR Policy & Practice Team (LM)  
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