

# Equal Opportunities and Diversity Policy

## **Mission Statement**

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Westcountry Schools' Trust adopted this policy in September 2017

Westcountry Schools' Trust will review this policy annually

The Local Governing Board formally adopted this statutory policy for Woodlands Park Primary School at its meeting on Thursday 9 November 2017



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### 1. Introduction

This policy describes the way in which WeST will meet the requirements of the Equality Act 2010. This Act replaces all previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. The policy will be applied to all staff and learners, as well as any volunteers working in the Trust.

### 2. Access

Employees, learners and volunteers are made aware of the existence of this policy and where it can be accessed.

### 3. Policy Statement

WeST will adhere to the requirements of the Equality Act 2010 by not discriminating against learners, staff, volunteers or anyone involved in external agencies the organisation may be working with on the grounds of:

- sex, race, disability, religion or belief or sexual orientation

In addition, there will be no discrimination against:

- pregnant females or new mothers
- staff, learners or volunteers undergoing gender re-assignment
- learners due to the behaviour of their parents and/or siblings

When recruiting staff, health related questions will not be asked until after a job offer is made, and then, only if it is necessary for the role.

WeST may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group, such as Afro-Caribbean boys or Roma children.

It is expected that every person in the organisation will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary
- All visitors to a WeST academy

In addition, WeST will:

- ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups
- supply specialist aids and facilities to enable disabled people
- monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination
- undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to
- treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings

#### 4. Complaint Procedure

NB. For the purpose of this Policy the term "Responsible Officer" will refer to Principal, CEO or Executive Primary Principal. For complaints concerning the "Responsible Officer", a member of the Central Services team, a governor or trustee, the following shall apply:

**For complaints against Central Services Team** – this group covers all staff that work in a non-teaching function directly for the purpose of the overall Trust's operations. The Trust's CEO will be responsible for initiating the first stage in any staffing matter involving the Central Services Team.

**For complaints against Secondary Principals**– the CEO will be responsible for initiating the first stage of a staffing matter such as disciplinary.

**For complaints against Primary Headteacher** – the EPP will be responsible for initiating the first stage of a staffing matter such as disciplinary.

**For complaints against Executive Primary Principal** – the CEO will be responsible for initiating the first stage in any staff matter such as disciplinary.

**For complaints against Plymouth Cluster Executive** – the CEO will be responsible for initiating the first stage in any staff matter such as disciplinary.

**For complaints against the CEO** – the Trust Board will be responsible for initiating the first stage in any staff matter such as disciplinary.

#### **Where complaints are made against a governor or a trustee:**

**For complaints against a Local Governor** – the Chair of Governors will be responsible for initiating the first stage of a staffing matter such as disciplinary.

**For complaints against a Trustee** – the Chair of Trust will be responsible for initiating the first stage of a staffing matter such as disciplinary.

**For complaints against a Local Chair of Governors** – the Chair of Trust will be responsible for initiating the first stage of a staffing matter such as disciplinary.

**For complaints against the Chair of Trust** – the CEO will be responsible for initiating the first stage of a staffing matter such as disciplinary.

#### **Stage 1**

Any person who experiences, witnesses or is reasonably led to believe that this Equal Opportunities Policy has not been respected, should immediately bring the situation to the attention of the Line Manager. The person responsible for this breach will be reminded of the existence and purpose of this policy, and asked to adhere to the policy.

#### **Stage 2**

If the person continues behaving in an unacceptable manner, the matter will be referred to Responsible Officer who will decide the best course of action.

This may result in:

- an investigation
- a disciplinary hearing
- a disciplinary warning being issued
- a referral to a higher level of authority

### **Stage 3**

The offending person has the right to appeal. He/she can write to Clerk to Trustees who will arrange for an Appeal Committee to meet to hear the offending person's appeal.

The decision of the Appeal Committee representing WeST will be final.

**POLICY HISTORY**

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
July 2013	Policy Implemented	HR	July 2013	As necessary and appropriate
May 2017	Policy updated due to the change in Trust name and the delegation of authority	HR WeST	TBC	Annual Review
September 2017	Reviewed to incorporate date of publication, additional PCE role	HR WeST	September 2017	Annual Review