

The Olive Tree  
Primary School

# Equal Opportunities Policy



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## Document Control

<b>This document has been approved for operation at The Olive Tree Primary School</b>	
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## SCOPE AND PURPOSE

The Olive Tree Primary School is committed to promoting equality of opportunity for all staff and job applicants. It aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The School does not unlawfully discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

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

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status. Attention is also drawn to the School's separate Anti-Harassment and Bullying Policy.

This Equal Opportunities Policy applies to all aspects of the School's relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

The School will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## WHO IS COVERED BY THE POLICY?

This policy covers all individuals working at all levels and grades, including the Executive Principal (Interim) /Acting Head of School, teachers, non-teaching staff, consultants, contractors, trainees,

homeworkers, part-time and fixed-term employees, the Board of Trustees, volunteers, interns, casual workers and agency staff (collectively referred to as **staff** in this policy).

### **WHO IS RESPONSIBLE FOR THIS POLICY?**

The Board of Trustees has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the Acting Head of School.

The Senior Leadership Team must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the School's aims and objectives with regard to equal opportunities. The Senior Leadership Team will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Acting Head of School has overall responsibility for equal opportunities training.

Staff who are involved in management or recruitment, or those who have any questions about the content or application of this policy, should contact the Acting Head of School to request training or further information.

### **DISCRIMINATION**

Staff must not unlawfully discriminate against or harass other people including current and former employees, customers, visitors, pupils, parents of pupils and suppliers. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, pupils or other work-related contacts) and on work-related trips or events including social events.

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally. The following forms of discrimination are prohibited under this policy and are unlawful:-

**Direct discrimination:** this occurs where someone is treated less favourably because of one or more Protected Characteristics. For example, rejecting an applicant on the grounds of their race or because of their sexual orientation.

**Indirect discrimination:** this occurs where a provision, criterion or practice applies to everyone but adversely affects people with a particular Protected Characteristic, more than others, and is not justified. For example, a requirement to work full time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be objectively justified.

**Harassment:** related to any of the Protected Characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the School's Anti-Harassment and Bullying Policy.

**Victimisation:** is also prohibited. This includes less favourable treatment of, or retaliation against, someone who has complained or supported someone else's complaint about discrimination or harassment.

## RECRUITMENT AND SELECTION

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and with the involvement of the Trust Human Resources partner, for all substantive posts. The School aims to ensure that no job applicant suffers unlawful discrimination because of any of the protected characteristics above. Its recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

Job advertisements will avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. They will include an appropriate short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.

Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Acting Head of School approval. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).

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- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit disabled persons.
- Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Once a job offer has been made, questions about the applicant's health must be made in accordance with The Education (Health Standards) (England) Regulations 2003.

Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, sexual orientation, or gender reassignment without the approval of the Acting Head of School (who will first consider whether such matters are relevant and may lawfully be taken into account).

The School is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status must not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the School office or UK Border Agency.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged within the School, the School monitors applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps the School to take appropriate steps to avoid discrimination and improve equality and diversity.

## **STAFF TRAINING AND PROMOTION AND CONDITIONS OF SERVICE**

Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

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Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

The School's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

### **TERMINATION OF EMPLOYMENT**

The School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

### **DISABILITIES**

If a member of staff is disabled or becomes disabled, the School encourages them to tell it about their condition so that it can support the staff member as appropriate.

If a member of staff experiences difficulties at work because of their disability, they may wish to contact their line manager/the Senior Leadership Team to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The line manager/the Senior Leadership Team may wish to consult with the member of staff and their medical adviser(s) about possible adjustments. The School will consider the matter carefully and try to accommodate the member of staff's needs within reason. If the School considers a particular adjustment would not be reasonable, it will explain the School's reasons and try to find an alternative solution where possible.

The School will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, the School will take steps to improve access for disabled staff and service users.



## **FIXED-TERM EMPLOYEES AND AGENCY WORKERS**

The School will monitor its use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The School will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

## **PART-TIME WORK**

The School will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. The School will ensure requests to alter working hours are dealt with appropriately.

## **BREACHES OF THIS POLICY**

If a member of staff believes that they may have been unlawfully discriminated against then they are encouraged to raise the matter through the School's Grievance Policy or Anti-Harassment & Bullying Policy, as appropriate. Other parties may write to the Acting Head of School. If a member of staff is uncertain which applies or needs advice on how to proceed they should speak to the Acting Head of School. Any complaints will be treated in confidence and investigated as appropriate.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant policy or procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the School's Disciplinary Policy.

Any member of staff who is found to have committed an act of unlawful discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Trust takes a strict approach to serious breaches of this policy.