



EQUAL OPPORTUNITIES (STAFF) POLICY

Date Approved by Governors	October 2018
Review Date	October 2020
On behalf of Governors signed	
Print name	
On behalf of Governors signed	
Print name	
Principal's signature	

All One In A Million Free School Policies have been devised to ensure that:

- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self-disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise



Equal Opportunities (Staff) Policy

Aims :

The Governing Body of One In A Million Free School (OIAMFS) will:

- Eliminate unlawful, direct and indirect discrimination and promotes equality of opportunity and diversity
- Ensure that no employee or job applicant receives less favourable treatment on the basis of the following characteristics: - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex or sexual orientation
- Value, celebrate and learn from the cultural diversity of its staff OIAM's values, aims and objectives all accord with the equal treatment of people promoted by the following laws and regulations:
 - The Equality Act 2010 and associated regulations
 - Employment Rights Act 1996
 - Human Rights Act 1998
 - Employment Relations Act 1999
 - The Sex Discrimination Act 1975
 - Race Relations Act 1976
 - The Employment Equality (Sexual Orientation) Regulations 2003
 - The Employment Equality (Religion or Belief) Regulations 2003
 - Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
 - The Statutory Code of Practice on the Duty to Promote Race Equality
 - Agency Worker Regulations 2011 The Workforce OIAMFS will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees attain their full potential to the benefit of OIAMFS and themselves. OIAMFS intends to achieve an ability-based workforce which is in line with the working population mix in the relevant labour market.

The cooperation of all employees is essential for the success of this policy.



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However, the Governing Body has lead responsibility for achieving the aims of this policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice. Behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and may lead to dismissal.

Positive Action

Under-represented groups should be encouraged to apply for training and employment opportunities within OIAMFS. Recruitment to all jobs will be strictly on merit. Wherever necessary, use will be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.

Efforts will be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the needs of under represented groups.

Vacancy Advertising

The Governing Body shall put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.

Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and, where appropriate, externally.

Wherever appropriate, vacancies will be notified to job centres, careers offices and colleges as well as to minority press, media and organisations.

All vacancy advertisements will include a short statement on equality and diversity.

Race Relations Act (and amendments)

The Act makes it illegal to discriminate in recruitment, promotion, training and transfer, terms and conditions of employment or dismissal, on grounds of colour, race, nationality or ethnic or national origins. Discrimination may be direct or indirect (see below). Where persons of a particular racial group are underrepresented either generally or in a section of the workforce the Act enables employers to advertise vacancies in such a way as to encourage applications from persons of that racial group.



Sex Discrimination Acts (and amendments)

The Sex Discrimination Act 1975 makes it illegal to discriminate on grounds of sex or married status by treating women less favourably than a man or vice versa, or by treating a married person less favourably than an unmarried person.

It covers recruitment policies, dismissals and redundancies, fringe benefits and other non- contractual matters and requires that women and men should be treated equally.

Employment Equality Regulations

The Employment Equality (Sexual Orientation) Regulations 2003 make it unlawful to discriminate on the grounds of sexual orientation in employment and vocational training. Sexual orientation is defined as sexual orientation towards persons of the same sex, and/or towards persons of the opposite sex.

The Employment Equality (Religion or Belief) Regulations 2003 make it unlawful to discriminate on the grounds of religion or similar belief in employment and vocational training. Religion or belief is defined as meaning any religion, religious belief, or similar philosophical belief.

The legislation gives protection against direct and indirect discrimination, harassment and victimisation and applies throughout the employment relationship, including recruitment and dismissal.

Direct and indirect discrimination

The Sex Discrimination Act 1975, Race Relations Act 1976 and Employment Equality Regulations 2003 cover both direct and indirect discrimination.

Direct discrimination is always unlawful (with the exception of Genuine Occupational Requirements – see below). Direct discrimination occurs when a person is treated less favourably than others in the same circumstances because of their sex, sexual orientation, religion or belief, or on racial grounds.

Indirect discrimination can occur when a condition or requirement is applied equally but is such that the proportion of members of one sex, racial group etc., who can meet it is considerably smaller than the proportion of members of the other sex or other racial groups. Indirect discrimination is unlawful unless the person imposing the condition can show that it is justified irrespective of the sex or race of the person to whom it is applied.



Genuine Occupational Requirements

Discrimination is permitted in cases where a person's sex, race, religion or sexual orientation is a genuine occupational requirement for the job. Examples from the sex discrimination legislation are where a job had to be held by a man and not a woman or vice versa to preserve decency or privacy such as where the job involved visiting changing rooms while they are in use. Further exemptions relate to single sex sport. In race discrimination law, provision of childcare or similar service promoting a particular racial group's welfare may be more effectively provided by someone of that race. It may then be permissible to specify that race as a genuine occupational requirement.

Equal Pay

The Equal Pay Act 1970 requires that women are paid the same as men if they are employed to do the same work or work that is of equal value. Governing Bodies should ensure that this requirement is complied with when making decisions about pay. The Equal Opportunities Commission has issued a Code of Practice on Equal Pay in order to provide practical guidance on how to ensure pay is determined without sex discrimination.

Selection & Recruitment

Selection criteria, including job descriptions and person specifications, will be kept under review to ensure that they are justifiable on non-discriminatory grounds and are deemed as essential for the effective performance of the job.

More than one person will be involved in the shortlisting and the selection interview. All staff involved in the recruitment process will receive training in equality and diversity.

The possible involvement of minorities and disabled persons in the shortlisting and interviewing process will always be considered.

Reasons for selection and rejection of applicants for vacancies will be recorded.

Personnel Records

Employees are able to check and correct their own records of personal details. Otherwise, access to personal records is restricted in accordance with the provisions of the Data Protection Act and GDPR regulations.



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Monitoring, Evaluation and Review

The Governing Body will review and amend this policy and procedure at least every two years or as required by:

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy.

