



CHATHAM & CLARENDON GRAMMAR SCHOOL

Equal Opportunities Policy

Agreed by Directors: 5 December 2023

1. Policy Statement

Chatham & Clarendon Grammar School is committed to equal opportunities and aims to consider the needs of the individual in the School community. Equality of opportunity is central to the ethos of the School as outlined in the Vision of the School with a focus on tolerance and inclusion.

The School aims to provide equal opportunities for all students and staff regardless of their gender, colour, ethnic origin, age*, socio-economic background, disability**, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. This is done in order to develop their talents to the full, and encourage awareness and tolerance in relation to the aesthetic, cultural, traditional and religious values of today's increasingly pluralistic society.

All members of staff aim to help young people to accept and respect other people's individuality and to behave in a way that does not display bias or prejudice.

The School will not accept words or actions which display prejudice against individuals due to their race, gender, creed, sexual orientation or disability. The School encourages all members of its community to behave in a tolerant fashion towards each other.

** Subject to the School's regulations on pupil admission and employment law, which are reviewed from time to time to ensure they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.*

*** Every reasonable effort will be made to ensure that children with a disability can participate fully.*

2. Aims of this Policy

This school recognises that direct and indirect discrimination might take place and therefore sees the need for a positive and effective equal opportunities policy.

- It will promote the concept of equality of opportunity throughout the School community, both for adults and for all pupils.
- It will seek to develop an understanding of, and promotion of, human equality and equal opportunities.
- It will promote good relations between members of different racial, cultural and religious groups and communities.
- The school will enable students to take responsibility for their behaviour and relationships with others.

The School's values, aims and objectives all accord with the equal treatment of people promoted by national laws and regulations, and the rights enshrined in the Human Rights Act 1998.

3. Responsibilities

Senior Management alongside Heads of Departments (and indeed all staff) are responsible for ensuring equal opportunities within the curriculum. All staff are responsible for following this policy and reporting incidents of unequal treatment to the appropriate senior member of staff. The Headteacher will report any relevant statistics and incidents to the Board of Directors.

4. Employment of Staff

The Directors are equal opportunity employers and are committed to ensuring that, within the framework of the law, the School is free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status, sexual orientation, religious belief or disability.

The Directors aim to ensure that all staff can achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. Within the following we set out how to achieve these aims.

5. Appointments

Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.

Advertisements and job specifications will all carry a statement that this School is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of sex, race, religion, sexual orientation, disability or age.

People with disabilities will be offered facilities at interviews to enable them to demonstrate their suitability for employment. The requirements of job applicants and existing members of staff who have, or have had, a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to allow them to enter into, or remain in, School employment.

Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff can participate fully.

Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form part of employment decisions, except where necessary.

Candidates for vacant posts will be assessed against relevant criteria only, i.e. skills, qualifications and experience in selection for recruitment.

The ethnic and gender composition of staff will be monitored at all levels. Information will be taken from existing records, with additional data sought when necessary.

6. Staff Development

All staff have a right to equality of opportunity. All staff have a duty to implement this policy.

All employees have equal chances of training, career development and promotion.

All recruits to the School will be offered induction training, which will include a reference to the School's equal opportunities policy.

Staff development opportunities will be monitored and information presented to the Directors as requested. Appropriate training will be provided, where necessary, to enable staff to implement and uphold this commitment to equality of opportunity. Such training could range from discussions with Senior Managers to externally provided courses. Training needs will be assessed as part of the normal annual appraisal process.

People becoming disabled while in employment will be given positive help to retain their jobs or to be considered for redeployment if that is necessary.

Working patterns will be reviewed, when necessary, so as to enable flexible working by staff with carer and/or childcare responsibilities, where this is possible. Where necessary, special provision will be made for training for staff returning to work following a break for domestic reasons.

7. Students

Students have equal access to the curricular programmes of study throughout each Key Stage, and non-compulsory courses, according to aptitude and ability.

Heads of Department's will keep and record relevant information on the take-up of courses at various stages in the School. The Directors will be made aware of any relevant information through the Headteacher's termly report to the Board.

Annual analysis of attainment, (behaviour) and other student data will be undertaken by gender and age. Departmental reports and plans should take account of such analysis and data.

All subjects will aim to have equality of opportunity at their core.

School and departmental development plans will act to improve the learning of students according to this policy.

School behaviour rules and the Code of Conduct for students clearly and explicitly forbid the verbalisation or vocalisation of discrimination on the grounds of race, culture, religion, gender, sexuality and ability/disability (see School Code of Conduct).

Positive attitudes and awareness development for equality of opportunity will be fostered through the PSHE, Assemblies, the House system and tutor programmes.

The ethnic and gender composition of students at the School will be monitored at all levels. Information will be taken from existing records, with ethnicity data sought once a place at the School has been offered and accepted.

8. Bullying Incidents

All staff and students have a legal duty not to bully or otherwise harass other staff or students. Where staff or students come across incidents involving sexist, racist or homophobic bullying

they must report these to the appropriate senior member of staff.

All incidents of sexist, racist or homophobic bullying will be taken seriously; must be dealt with appropriately and reported to the appropriate senior member of staff.

9. Equality & Racial Discrimination Incidents

Chatham & Clarendon Grammar School will:

- Challenge racial or any other equality status discrimination in all forms;
- Fulfil its statutory obligation to keep a formal record of all discriminatory incidents;
- Take every possible step to support victims of harassment;
- Regard all discriminatory incidents as a serious matter. Any example of racism, etc. by a member of staff will be referred directly to the Headteacher;
- Take steps to establish a climate in which all members of the school community have the confidence to report any discriminatory incidents;
- Ensure that all staff receive training in defining and responding to racial or other discriminatory incidents;
- Ensure that all students have equality of opportunity to achieve;
- Value equally all members of the school community;
- Promote positive attitudes towards life in a multi-cultural, multi-ethnic and multi-faith society;
- Encourage students to acquire the knowledge, understanding, skills and attitudes to recognise and challenge examples of racism and other discrimination they may meet in their lives;
- Ensure existing school policies fully address inappropriate behaviour around racism and other discriminatory practices.

In fulfilment of this, Chatham & Clarendon Grammar School recognises the general duty of its Governing Body, under the Race Relations (Amendment) Act 2000:

- To eliminate unlawful racial discrimination;
- To promote equality of opportunity;
- To promote good relations between persons of different racial groups.

Unacceptable racist acts:

- Direct physical assault or threat of it;
- Inciting racism in others;
- Behaving in a racist way and treating others less favorable on the basis of race;
- Racist name-calling or racist joke-making;
- Expressing prejudices or deliberate mis-information on racial or ethnic distinctions;
- Distributing racialist literature;
- Writing or expressing provocative slogans or catch phrases;
- Refusal to cooperate with other people because of their ethnic origin.

10. Disciplinary Matters

Breach of the equal opportunity policy is a potentially serious disciplinary matter for both students and staff. Similarly, unsubstantiated accusations of discrimination for malicious purposes could be a serious disciplinary offence. Anyone who believes that they may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Parental Complaints Procedure or the Staff Grievance Procedure.

11. Wider School Policies

The Equal Opportunities Policy should be read in conjunction with school policies on Code of
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Conduct, Anti-Bullying Policy, Rewards and Sanctions and Safeguarding. Staff may also have regard to employment contracts issued.

12. References

Equality of opportunity applies to all students and staff in the school irrespective of gender, ability (including giftedness), ethnicity and social circumstances. The School aims to meet the requirements of the following legislation in order to be free from discrimination and stereotyping: Rehabilitation of Offenders Act 1974; Race Relations (Amendment) Act 2000; Special Educational Needs and Disability Act 2001; Race Relations Act 1976 (General Statutory Duty: Code of Practice) Regulations 2002.

Regard is also had to the Employment Rights Act 1996; Equal Pay (Amendment) Regulations 1983; Human Rights Act 1998; Employment Relations Act 1999; Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Statutory Code of Practice on the Duty to Promote Race Equality; The Equality Act 2010.